MIS User Manual

Managed Internet Service

Department of Education, Training and Employment Queensland

MIS User Manual: Managed Internet Service

Department of Education, Training and Employment Queensland

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Chapter 1. MIS User Guide

1.1. About the Managed Internet Service

All Education Queensland schools are provided with a Managed Internet Service (MIS).

1.2. Icons used in this Guide

The following icons are provided in the left margin of this Guide:

	Information	Points to a description of features or functions
	Warning	It is strongly recommended that you read and understand this information before proceeding
	Note	Additional information that may help you use a feature

1.3. Navigation

MIS is web-based and uses standard Windows and Web interface features. These include:

Feature	Example	Explanation
Buttons	SUBMIT	Perform an action
Web links	Education Queensland Queensland Government	May take you to another web page or open a menu option
Entry fields	MIS ID Password	Allow you to enter information. Click in the field and then type the details
Checkboxes		Let you select one or more options
Radio buttons		Let you select a single option
Drop-down lists		Let you select from a list of pre-defined options - a list of users for example

1.4. Configuration Requirements

To use MIS, the following software setup is required. Other setups may cause MIS to work incorrectly.

- Microsoft Windows XP, Vista, or Windows 7
- Microsoft Internet Explorer Version 7 or above
- Mozilla Firefox Version 2.0 or above
- Macintosh: Mozilla Firefox Version 2.0 or above.
- Cookies allowed.

1.5. Web Address for MIS access

MIS is available at https://mis.eq.edu.au.

1.6. Tips for using the MIS interface

- To search for a word or phrase on a web page, use the Find option from the browser's Edit menu (or press Ctrl-F).
- An automatic timeout will apply when MIS hasn't been used for 30 minutes. You will then have to log back in.

Chapter 2. Logging in

2.1. The Login Screen

The login screen lets registered users access MIS. Open Internet Explorer and enter the MIS address https://mis.eq.edu.au [https://mis.eq.edu.au/#].

You should see a screen similar to the one below:

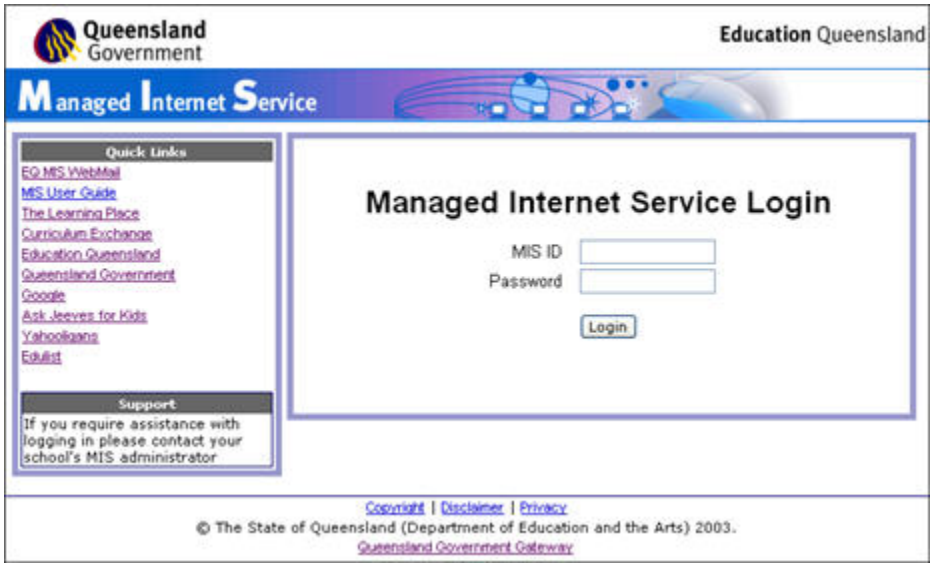


Figure 2.1. The Login Screen

2.2. The Quick Links panel

Tip

The Quick Links panel on the left provides links to related sites:

Figure 2.2. The Quick Links Panel

Quick Link	Description
EQ MIS Web Mail	Your MIS web mail. Requires you to log in to MIS.

Quick Link	Description
MIS User Guide	This manual in online format.
The Learning Place	Education Queensland's e-learning environment for students and teachers.
Smart Classrooms	Site dedicated to the application of information and communication technologies in state schools.
Curriculum Exchange	Education Queensland's gateway to online resources and teaching materials.
Education Queensland	Department of Education, Training and Employment Home page.
Queensland Government	Queensland Government Home page.
Search Engines: Google, Ask Jeeves for Kids, and Yahooligans	Google home page. Ask Jeeves for Kids: contains content from G-rated pages and kids' pages only. Yahooligans: all referenced sites checked to ensure that content and links are appropriate for children aged 7-12.
Edulist	A selection of evaluations of Internet sites with content relevant to the Queensland curriculum.

Table 2.1. Quick links summarised

2.3. Other Login screen features

Copyright, Disclaimer and Privacy statements

These links take you to Education Queensland's copyright, disclaimer and privacy statements.

The Queensland Government Gateway

This link takes you to the Queensland Government Gateway (http://www.qld.gov.au [http://www.qld.gov.au/#]).

2.4. Logging in to the Managed Internet Service

You must enter a MIS ID and Password in the Managed Internet Service Login screen.

Figure 2.3. MIS Login Detail

1. Enter your MIS ID in the **MIS ID** field.
2. Enter your password in the **Password** field.
3. Click **Login**

If login is successful, the MIS homepage is displayed.

If login is unsuccessful, the following message will appear:

'This is a restricted Access Service Authentication failed Return to login'

Follow the **Return to login** link and try again.

2.5. Login problems?

Note

If you need help logging in, please contact your school's MIS Administrator.

Chapter 3. About the Home Page

3.1. The MIS Home Page

The screen below shows the home page.

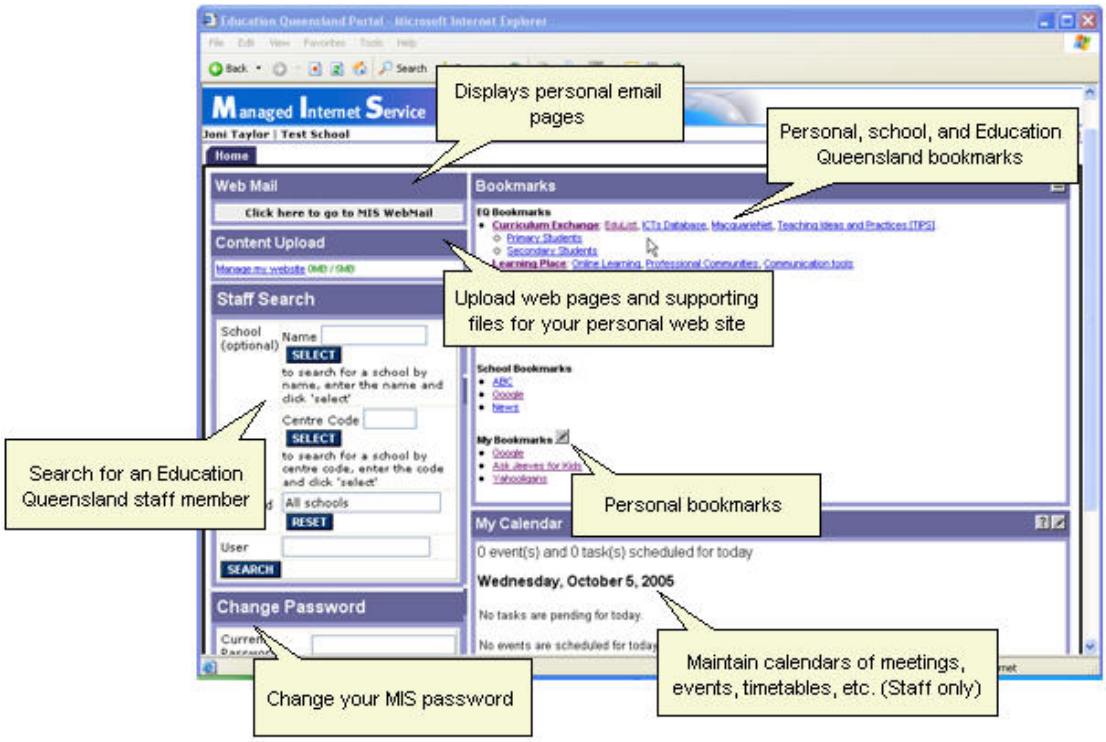

Displays personal email pages
Personal, school, and Education Queensland bookmarks
Upload web pages and supporting files for your personal web site
Search for an Education Queensland staff member
Personal bookmarks
Maintain calendars of meetings, events, timetables, etc. (Staff only)
Change your MIS password
Managed Internet Service
Web Mail
Bookmarks
Content Upload
Staff Search
My Calendar
Change Password

Figure 3.1. MIS Home Page

Note

The options you see may differ slightly, depending on how MIS has been set up for you. Contact your MIS Administrator if options you'd expect are missing.

Tip

Some options, such as My Bookmarks, are opened with an Edit button in their top-right corner.

3.2. Bookmarks

Bookmark	Description
Curriculum Exchange	Education Queensland's gateway to online resources and teaching materials.
Learning Place	Education Queensland's e-learning environment for students and teachers.

Bookmark	Description
Discussion Lists	Email discussion lists hosted by the Queensland Department of Education and Training.
Smart Classrooms	Site dedicated to the application of information and communication technologies in state schools.
Careers and Vacancies	Vacancies with Education Queensland and Government jobs in general (via Govnet).
MIS	Site about the Managed Internet Service and FAQ about different MIS features such as webmail, filtering of unsuitable content, web publishing.
MIS CGI Scripts	For users with personal web sites, provides instructions and pages to add interactive features such as Search and user feedback.
Web Publishing for Schools	Best practice guidelines for web site development, including design and risk management.

Table 3.1. This section provides links to Education Queensland sites, including:

This section may also contain School Bookmarks.

> **Tip**
>
> School Bookmarks are maintained by one or more MIS Administrators for your school. Contact a MIS Administrator if you want to add a link for all of your school's MIS users.

3.3. Web Mail

To access the Web Mail page, click on the following link:

Figure 3.2. Web Mail Link

3.4. Content Upload

> **Tip**
>
> The Content Upload feature will appear if you have a personal website. It lets you upload web pages and supporting files to your home directory for publishing.

If you have a personal website, Content Upload displays options like those below:

Figure 3.3. Content Upload

For further information on managing your website content see Content Upload: File Manager .

> **Warning**
>
> The 'Manage my Databases' option only appears if you have been given a MySQL database. For information on database management, see MySQL Database Management .

If you do not have a personal website, the following message appears in the Content Upload section of the Home Page:

Figure 3.4. Content Upload Not Allowed

3.5. My Bookmarks

> **Tip**
>
> This feature appears in the Bookmarks section of the Home Page . It lets you add personal bookmarks (links) to other sites. These bookmarks become part of your user profile and will be available every time you log in.

Go to the My Bookmarks part of the Home Page and click the edit button.

Figure 3.5. My Bookmarks

This will open the bookmarks management screen as follows.

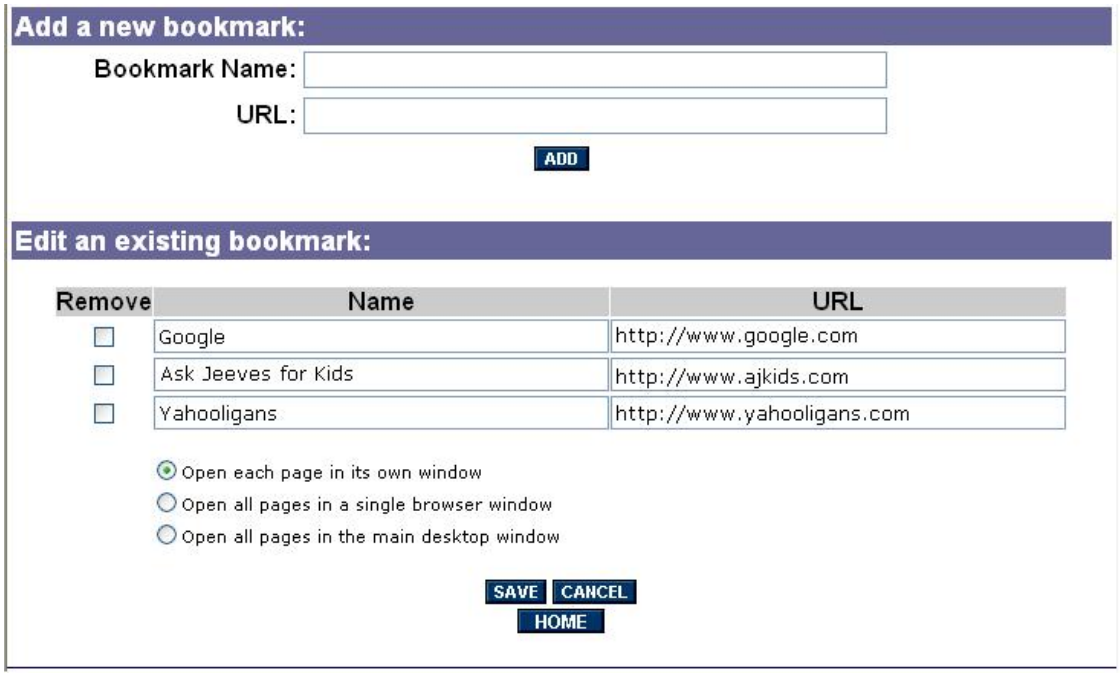


Figure 3.6. Bookmarks Management

This screen has two sections: **Add a new bookmark** and **Edit an existing bookmark**.

3.5.1. Add a new bookmark

Figure 3.7. Add New Bookmark

1. In the **Add a new bookmark** section enter:
   - the **Bookmark Name**: the name you want to add to the My Bookmarks section for this site
   - the site's **URL**, e.g., www.brisrain.webcentral.com.au.

     Note

     You do not need to enter the http:// [http:///#] prefix. MIS will add this automatically later.
2. Click **Add**.

The new bookmark details will appear in the **Edit an existing bookmark** section of the screen. The example below shows bookmarks added for Google, Yahooligans, and Ask Jeeves for Kids.

3.5.2. Edit an existing bookmark

Use the **Edit an existing bookmark** section to remove unwanted bookmarks and define how bookmarks should be opened.

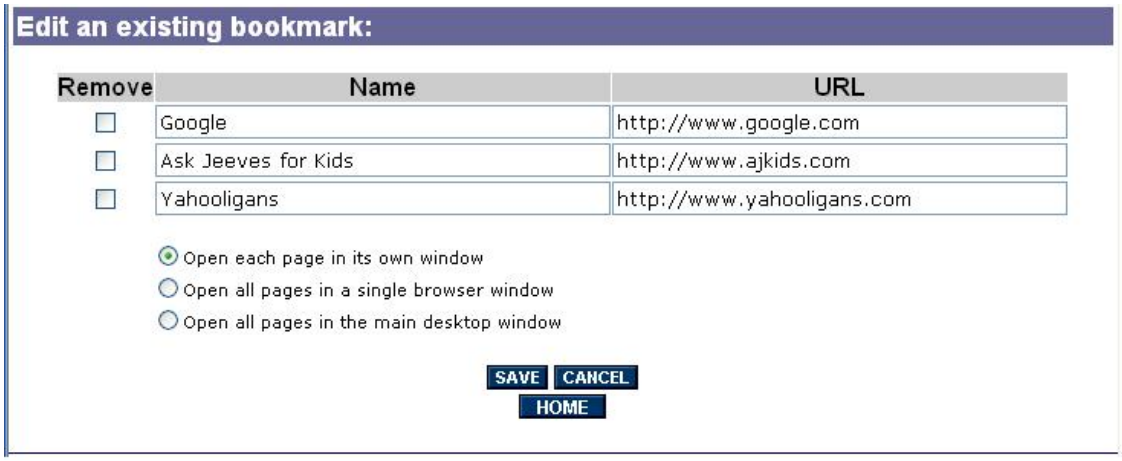


Figure 3.8. Edit Bookmarks

To remove a bookmark, click the **Remove** checkbox next to the bookmark name.

The radio buttons provide ways to open bookmark links. The default, and recommended, is to open each page (link) in a new browser window.

> **Note**
>
> The 'open' option chosen here will apply to *all* My Bookmarks links.

To save changes, click the SAVE button. The **My Bookmarks** section of the Home Page will update immediately.

3.6. Staff Search

> **Tip**
>
> This lets one staff member locate another. Searches are by name and can be for the whole of Education Queensland or for a specific school.

1. Enter a user's name in part or in full in the **User** field.

Figure 3.9. Staff Search

2. To narrow your search to a specific school, enter the school's **Centre Code** or **Name** and click **Select**.

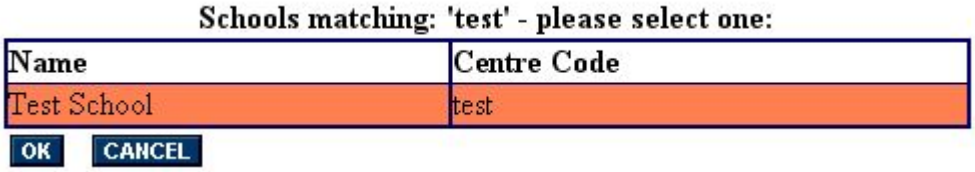


Figure 3.10. Center Code Search

3. In the 'Schools matching...' window, select the school you want and click **Ok**

Figure 3.11. Staff Search

4. Click **Search** to begin searching.

Search results will open in a new window.

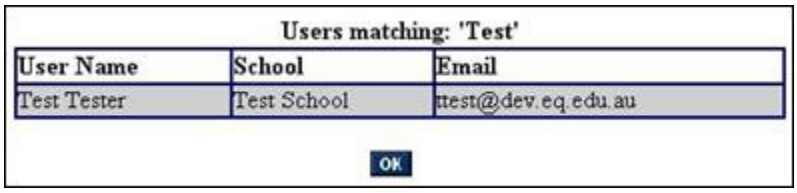


Figure 3.12. Search Results

About searches

- If you have selected a school to search, but want to search all schools instead, click the **Reset** button.
- If there were more matches you will be asked to refine your search.

> **Note**
>
> The wildcard asterisk character (*) allows you to search by surname or on a fragment of a name.

- To search for someone by surname, place an asterisk * before the name. e.g. ***Smith** will find both John **Smith** and Fred **Smith.**
- To search for someone by part of their first name or initial, place an * after the fragment. e.g. **Mich*** will find people named **Mich**ael and **Mich**elle.
- You can combine first name and surname searches by placing the * in the middle. e.g. **Mich*Smith** will find both **Mich**ael **Smith** and **Mich**elle **Smith.**
- You can even search on fragments of surnames. e.g. ***Smi*** will match John **Smi**th, Fred **Smi**th and Liz **Smi**ley.

3.7. Log out

To leave MIS, click the **Logout** link. You'll find this link in two places:

- at the bottom of the page (next to the Copyright, Disclaimer and Privacy links)
- at the top right of the page (next to your name).

> **Warning**
>
> Automatic logouts occur after 30 minutes of inactivity. All unsaved changes will be lost.

Chapter 4. Web hosting

4.1. Personal websites

Tip

Depending upon school policy and curriculum requirements, you may be granted space to host your own website. This space is assigned by your school's MIS Administrator. The default quota is 10MB for students and 20MB for staff.

Note

If assigned website space, your personal website address will be:

http://resources.<school name>.eq.edu.au/home/<login name>

To manage content on your personal website, log in to MIS and use the Content Upload feature. See Content Upload: File Manager of this guide for more detail.

You can also access your personal web hosting folder using an FTP program and your MIS login ID and password. To upload to a personal website space with FTP, the location is:

ftp.<school name>.eq.edu.au

Note

By default, all content that is in your home directory will be viewable over the web except for that in the _PRIVATE area. See User Private Area and Restricted access to directories.

4.2. CGI Scripts

MIS provides three CGI scripts that can be used in personal websites. Access these scripts by following the **MIS CGI Scripts** link in the Bookmarks section of the Home Page.

The three CGI Scripts are:

Hit Counter	Displays the number of times your site has been visited.
Search my website	Allows users to search your website.
Mail form	Users can create forms that can be completed and submitted online.

4.3. Content Upload: File Manager

Tip

Users with a personal website can manage the contents of their personal website with the 'File Manager'.

Figure 4.1. Personal Website Content Upload

Click the 'Manage my website' link to launch File Manager.

4.3.1. File Manager: how to move around and download

1. The File Manager window has two areas: the command area on the left, and the display area on the right.

   - The command area shows available commands - for example, creating a new directory.
   - The display area shows the contents of the current directory.

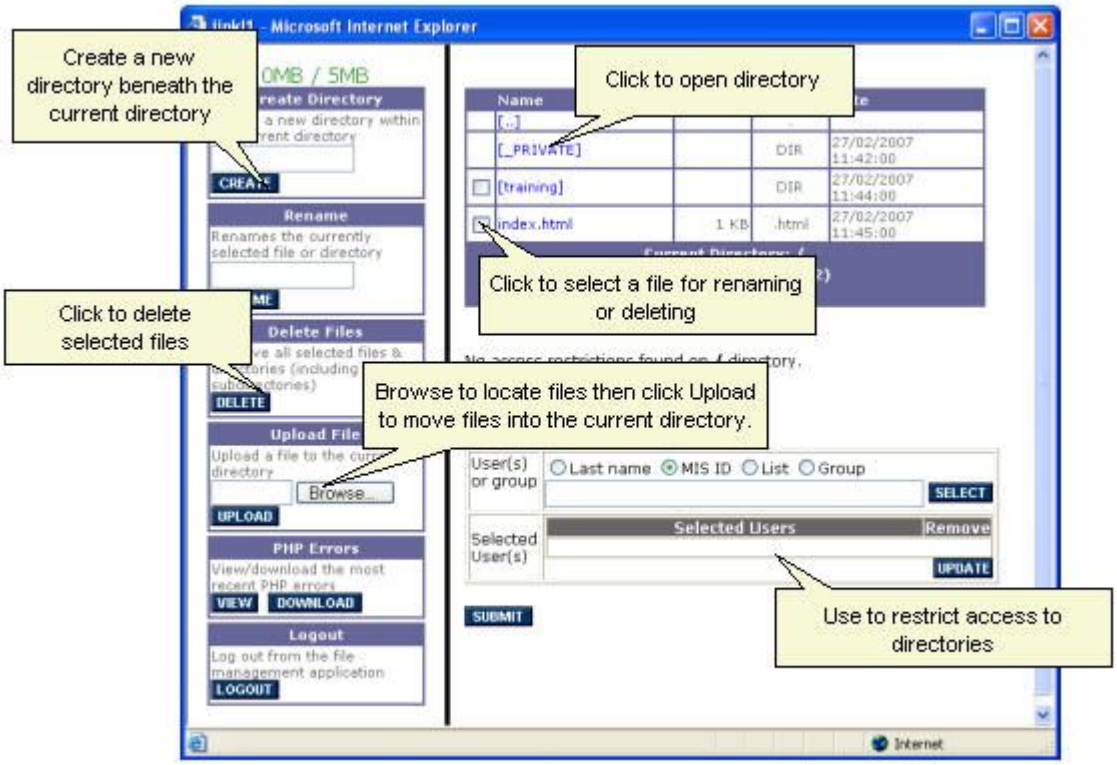


Figure 4.2. File Manager

2. In the **Name** column of the display area, directories are distinguished from files with square brackets, e.g., [Testing].

3. To change directory, click the directory name. For example clicking the [Testing] link above would move you to the Testing directory. To return to the previous directory click [..].

4. To download a file, click the file name, then select from the following options:

- Open - This will load the file into its default application (Microsoft Office PowerPoint for a .ppt file, for example).
- Save - This will save the file into a folder of your choice.
- Cancel - This will stop the download from occurring.

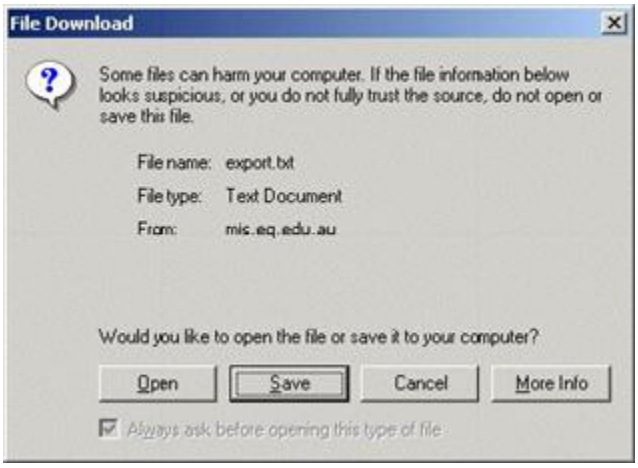

File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: export.txt
File type: Text Document
From: mic.eq.edu.au
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Figure 4.3. File Download Dialog

4.3.2. Create a directory

To create a new directory:

1. First move to the directory where you want to create the new directory (see File Manager: how to move around and download).

Figure 4.4. Create Directory

2. Enter the name of the new directory in the **Create Directory** text field (shown above) and click **Create**. The display area will update to show the new directory.

4.3.3. Rename a file or directory

To rename either a file or directory:

1. Click the checkbox to the left of the file (or directory) name.

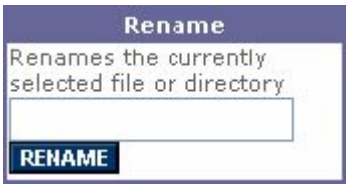


Figure 4.5. Rename File or Directory

2. Enter the new name in the **Rename** text field (shown above) and click **Rename** .

Note

The display area will update immediately to show the new name.

Warning

When renaming files, include the file extension (e.g. .html, .jpg).

4.3.4. Delete a file or directory

Warning

When deleting a directory, all contents (including subdirectories) will be removed.

To delete one or more files or directories:

1. Click the checkbox to the left of each file's (or directory's) name.

Figure 4.6. Delete Files

2. Click DELETE

4.3.5. Upload a file

To upload a file:

1. First move to the directory where you wish to upload the file (see File Manager: how to move around and download).

Figure 4.7. Upload Files

2. Click **'Browse...'** to open the file selection dialog.

3. Select the desired file and click 'OK'. The name of the file will now appear in the **Upload File** text field.

4. Click **Upload** to upload the file. Once the upload has completed, the display area will refresh to show the new directory contents.

> **Note**
>
> Please contact your school's MIS Administrator if you have any questions or issues related to uploading files.

> **Warning**
>
> The total size of uploaded files cannot exceed your web quota.

4.3.6. View PHP error logs

To open the PHP error log viewer:

1. Click **View** within the View PHP Errors command area.

Figure 4.8. PHP Errors

2. The error log viewer will open in a new browser window:

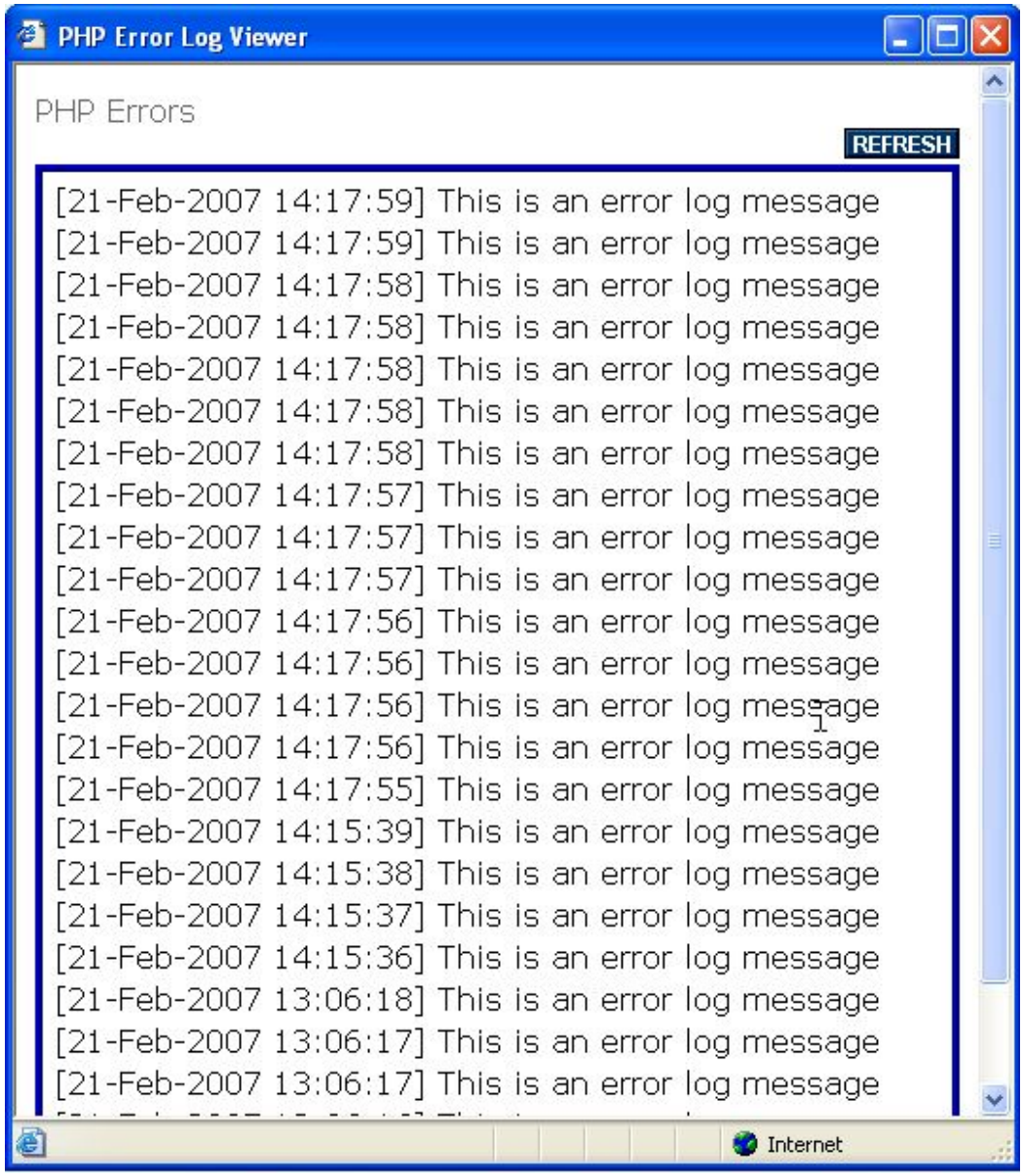


Figure 4.9. Error Log Viewer

3. Click **Refresh** to refresh the view immediately (or wait 60 seconds when it will automatically update).

4.3.7. Restricted access to directories

Tip

You can restrict access to one or more directories on your website to individuals or defined groups of people. For example, say you're working on a project with two others. You can upload all information for that project into a directory on your

website and then control access to the directory so that only your two co-workers can use it.

Note

If a directory has no access restrictions then anyone can access files in that directory over the web.

A directory with access restrictions is marked with the word 'Restricted':

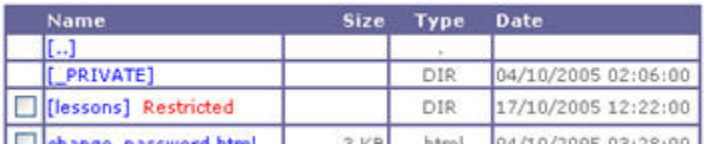


Figure 4.10. File Manager Restricted Flag

Open a directory to see the restrictions that apply to it:

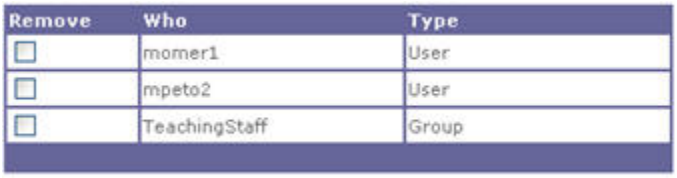


Figure 4.11. File Manager Restrictions

In the above example, two users, momer1 and mpeto2, and members of the Teaching Staff group may use the web to view the contents of this directory.

4.3.8. Restricting access to a directory

To restrict access to a directory:

1. Open the directory in File Manager.
2. Use the **Search for user(s) or group** box at the bottom of the screen to add users or groups to the access restrictions for that directory:

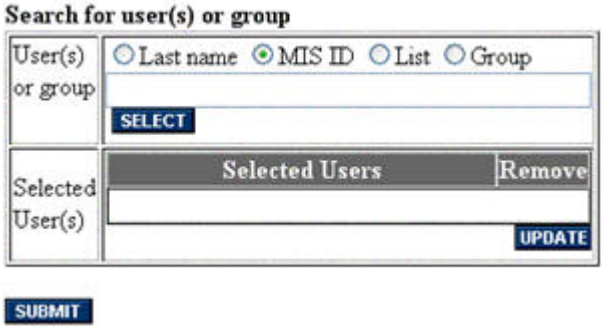


Figure 4.12. File Manager Search User Group

3. To choose individuals: select by Last Name, MIS ID or by searching a list.

   - **Last Name**: enter the surname (or its first few letters) and click **Select**. Choose the individual from the popup window.
   - **MIS ID**: must be an exact match.
   - **List**: choose a list from the drop-down and then select one or more of the list's members.

4. To restrict access to a group, click the **Group** radio button

Figure 4.13. Restrict Group Access

5. Click **Submit**> (img) the selected individual(s) or group to the list of those who have access to the directory.

6. To remove a user or group from those who have access, mark the **Remove** column as shown below and click **Update**:

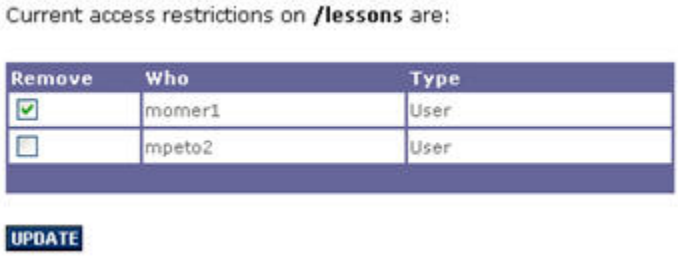


Figure 4.14. Remove Access Restrictions

4.3.9. Log out of File Manager

To leave the file manager application, click 'Logout'.

Figure 4.15. File Manager Logout

4.3.10. User Private Area: hiding content from web browsers

Tip

Files placed in the **_PRIVATE** area will not be viewable over the web.

Figure 4.16. User Private Area

4.4. MySQL Database Management

Tip

You may be granted a MySQL database to help create dynamic web sites. MySQL users manage their database in the 'phpMyadmin Screen'

Note

Please contact your school's MIS Administrator if you have any questions related to MySQL databases and dynamic web sites.

To open the MySQL administration screen:

1. Click the '**Manage my Database**' link from the home page.

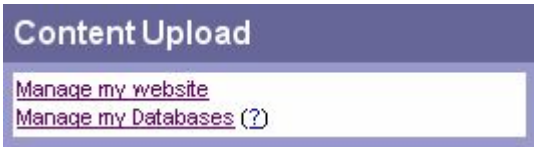


Figure 4.17. Manage DB Link

2. The database manager will open in a new browser window.

Figure 4.18. MYSQL DB Admin

3. To view the official phpMyAdmin documentation, either click on the **phpMyAdmin Documentation** link in the MySQL administration screen or go to http://www.eq.edu.au/public/db/Documentation.html

Chapter 5. WebMail

5.1. About WebMail

MIS users may be granted access to WebMail.

Note

Staff are allocated an email quota of 50MB (students 15MB). Schools may purchase additional email storage by contacting the Service Centre on 1800 680 445.

Note

The WebMail software has detailed online help. Therefore this section of the MIS User Guide limits itself to important everyday tasks, such as composing and sending emails, handling email attachments, and organising emails and folders.

Note

For information on personalising WebMail, see WebMail: Options.

Note

All Spam emails should be forwarded as attachments to spam@eq.edu.au.

Note

All phishing emails i.e. those that specifically ask for a MIS login or password, should be forwarded as attachments to phishing@eq.edu.au

5.2. Accessing WebMail

WebMail is available at https://webmail.eq.edu.au/ [https://webmail.eq.edu.au/#] or by following the link from the MIS login or homepage.

To access WebMail, enter your MIS ID and password.

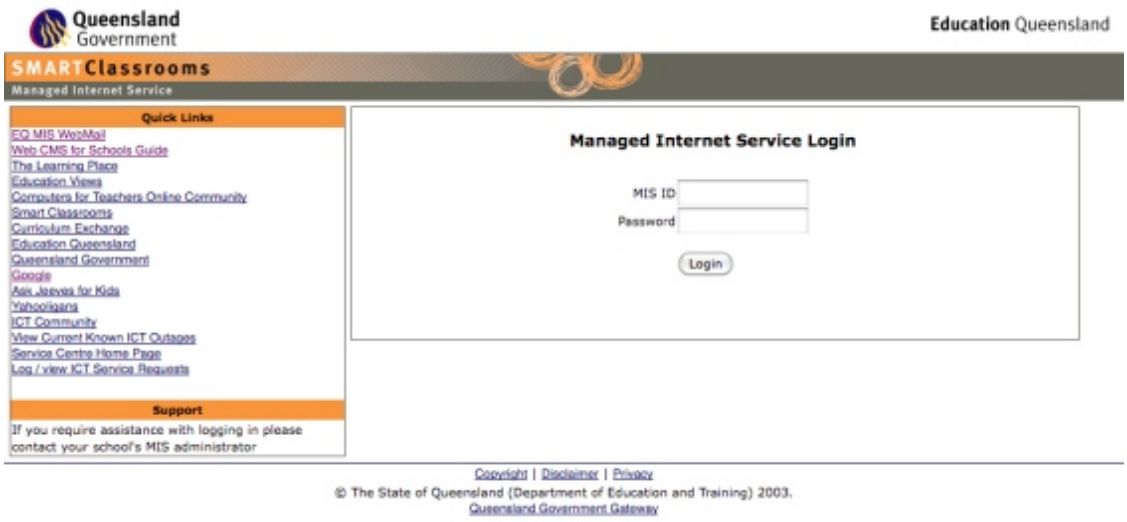


Figure 5.1. WebMail Login

1. Enter your MIS ID in the **MIS ID** field. This is the same ID you use to log into MIS.
2. Enter your password in the **password** field. This is the same password you use log into MIS.
3. Click **Login** to enter Web Mail.

> **Note**
>
> If an incorrect user ID or password is entered, the following message will appear: *'Invalid username or password'*

5.3. WebMail Interface

The screen below shows the WebMail interface.

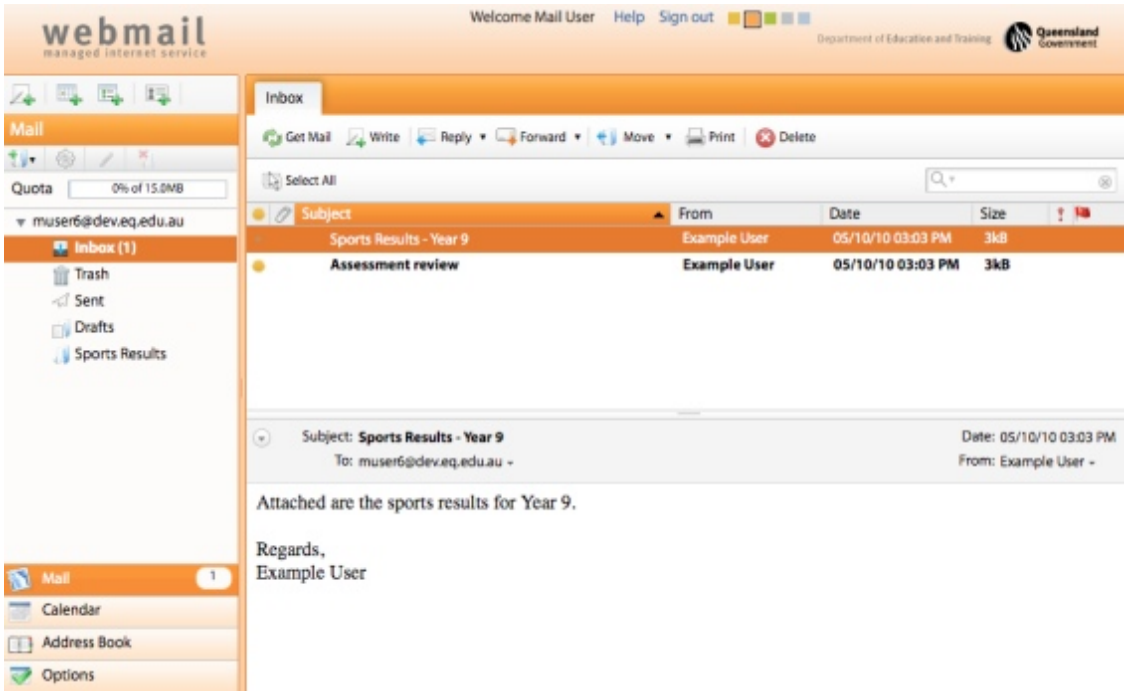


Figure 5.2. WebMail Interface

5.3.1. WebMail accordian tabs

Select mail, calendar, address book, and customisation options by clicking on the 'accordian tabs', as shown in the image below:

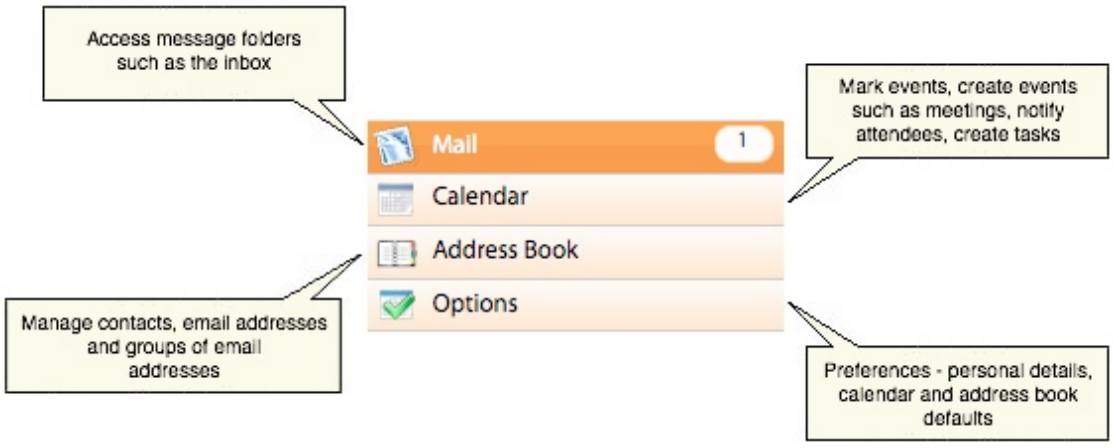

Access message folders such as the inbox
Mail
1
Calendar
Address Book
Options
Mark events, create events such as meetings, notify attendees, create tasks
Manage contacts, email addresses and groups of email addresses
Preferences - personal details, calendar and address book defaults

Figure 5.3. WebMail Accordian Tabs

5.3.2. Message folder actions

The following options are available for folders:

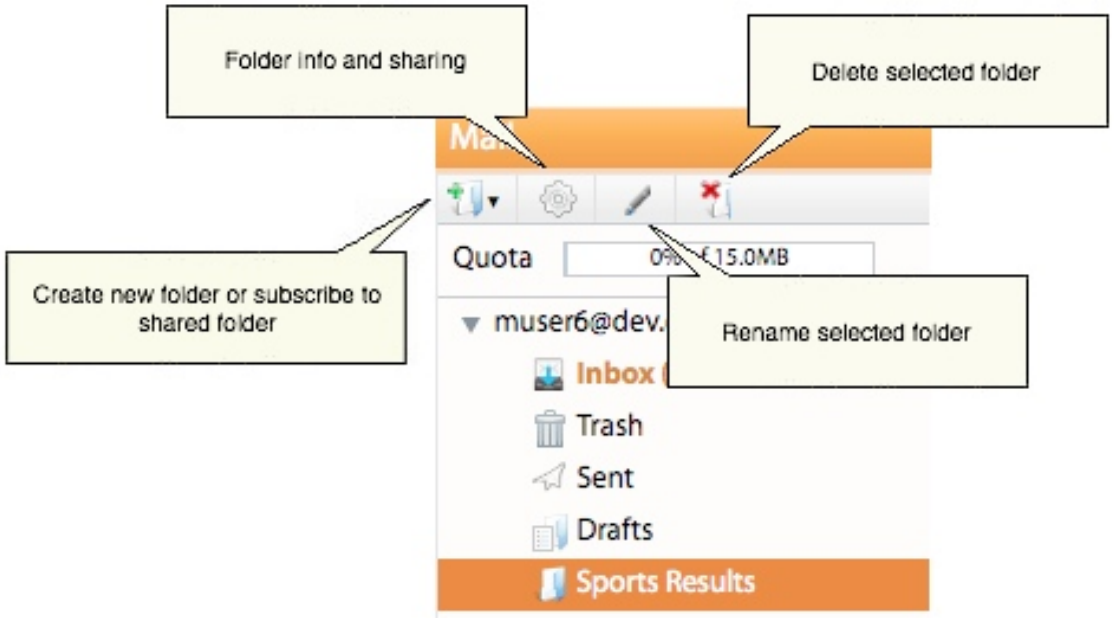


Figure 5.4. WebMail Folder Options

5.3.3. Actions on messages summarised

The actions which may be taken on one or more messages are shown in the image below:

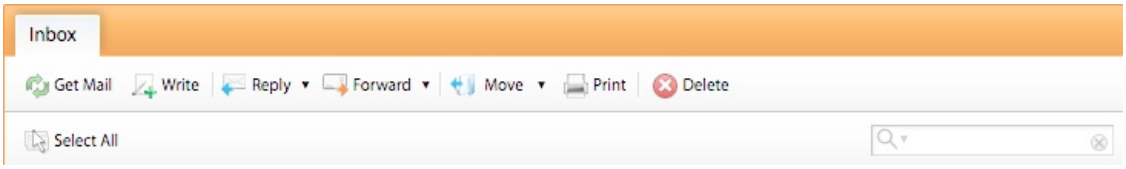


Figure 5.5. WebMail Message Actions

Tip

To select or deselect all messages click the button.

5.3.4. Searching messages in message folders

Messages within a folder can be searched by using the search entry field, shown in the image below.

Figure 5.6. Message Searching

Tip

For more details on searching see 'Searching for emails'.

5.3.5. Sorting messages in message folders

Messages within a folder can be sorted by clicking the folder column headings, as shown in the image below.

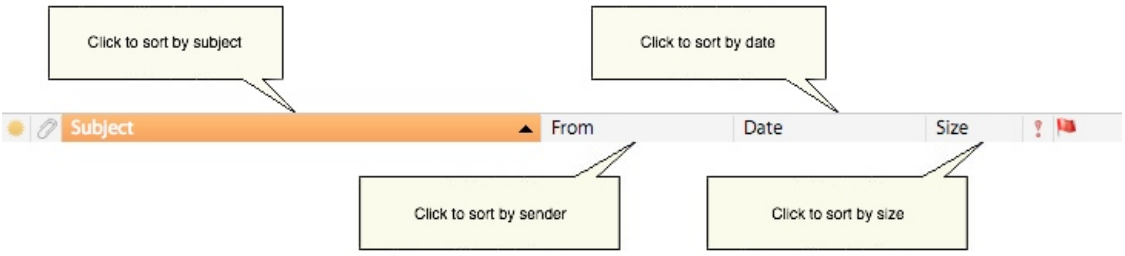


Figure 5.7. Message Sort Options

5.4. Using Online Help

Tip

WebMail has detailed online help.

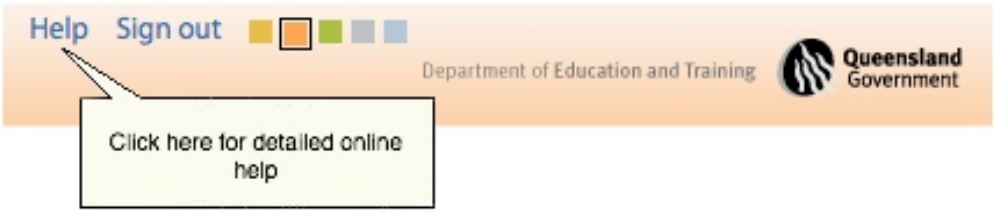


Figure 5.8. WebMail Online Help

To access Help, click the **Help** button.

5.5. Composing emails

5.5.1. Creating a message

To create a message, click the Write button.

Figure 5.9. Create Message

5.5.2. Compose Message window

The images below describe some of the most important features of the Write Message interface:

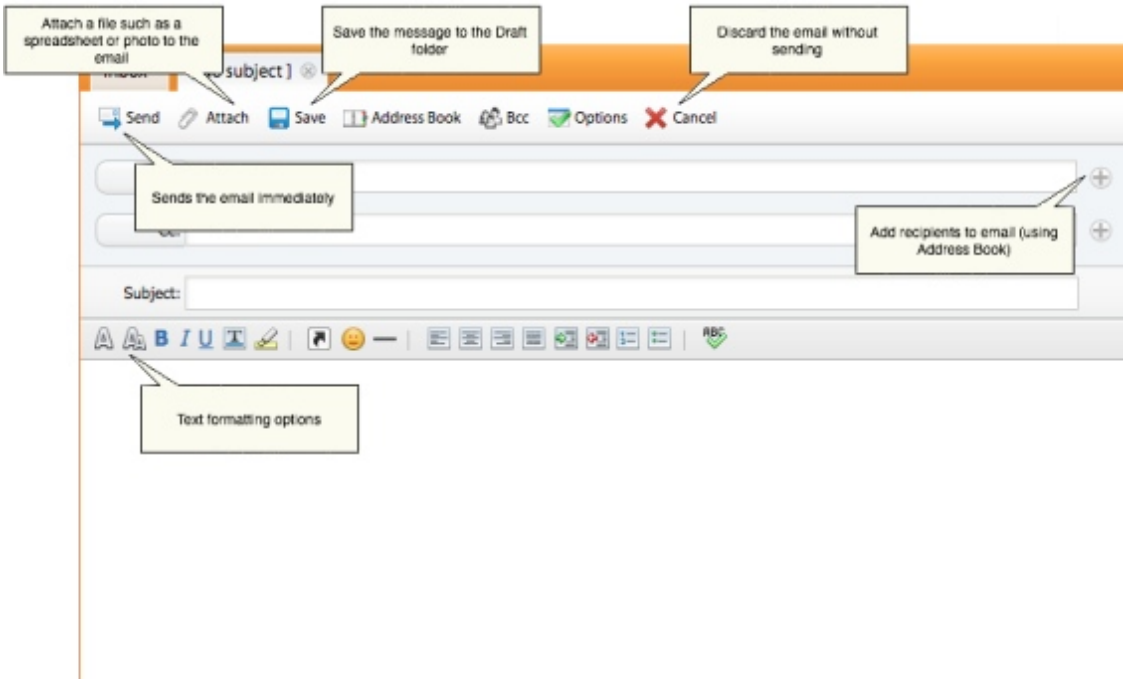
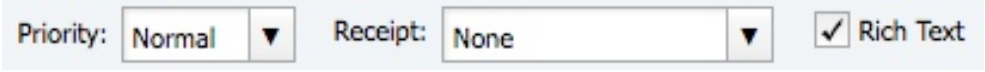


Figure 5.10. Write Message Interface

Warning

Send immediately sends a message. Once sent, the message cannot be recalled.

- **Attach** lets you attach a file - an image, Microsoft Word document, or Powerpoint presentation, for example - to the email. See Email Attachments for more information.
- **Save** saves a copy of the email to the Drafts folder. You can go to the Drafts folder any time later, reopen the draft, and work on it before sending.
- **Address Book** lets you add recipients to your message.
- **Bcc** adds the ability to specify Bcc (Blind Carbon Copy) recipients.
- **Options** allows the options shown below to be set on the message.



Priority lets you mark a message as urgent, non-urgent. The recipient's email software will typically show messages of this kind with an ! icon

Reciepts will request the receiving email server to:

- automatically send back an email acknowledgement when your email is received or
- ask the recipient to acknowledge the email when it is opened.

Note

Both types of receipt can be requested.

Rich Text allows message format to be switched between HTML (web page) format and plain text. HTML gives you more control of formatting at a cost of message size.

5.5.3. Email Attachments

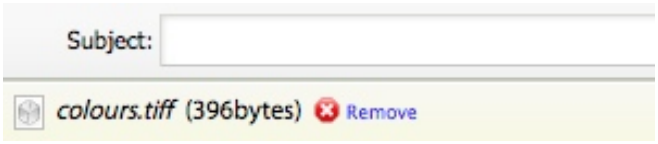
To attach a file to an email image, click the Attach button in the Write Message window to open the file browser:

1. Locate the file to attach.

   Note

   While you can send any type of file, some formats may be rejected at the receiving end. This is usually for security reasons.

2. Click **Open** to add the file to the message. Once added the file will appear below the Subject entry field as shown in the image below:



   Note

   Click 'Remove' to remove attached file(s).

   Warning

   Check the file size (shown in brackets) and keep the total file size under the attachment limit of 3.8 megabytes.

5.6. Searching for emails

To search for specific emails, enter your search text in the search field shown below and hit 'Enter'.

Figure 5.11. Message Search Field

By default searches include the message subject and message body. To change this, click the search dropdown to display the search options shown below:

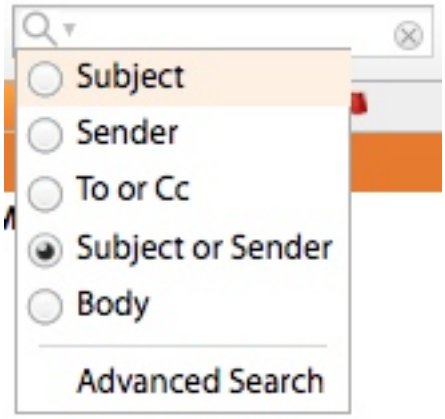


Figure 5.12. WebMail Search Options

Use the radio buttons to determine which component of the email message is to be used during the search, or click 'Advanced Search' for more options, shown below:

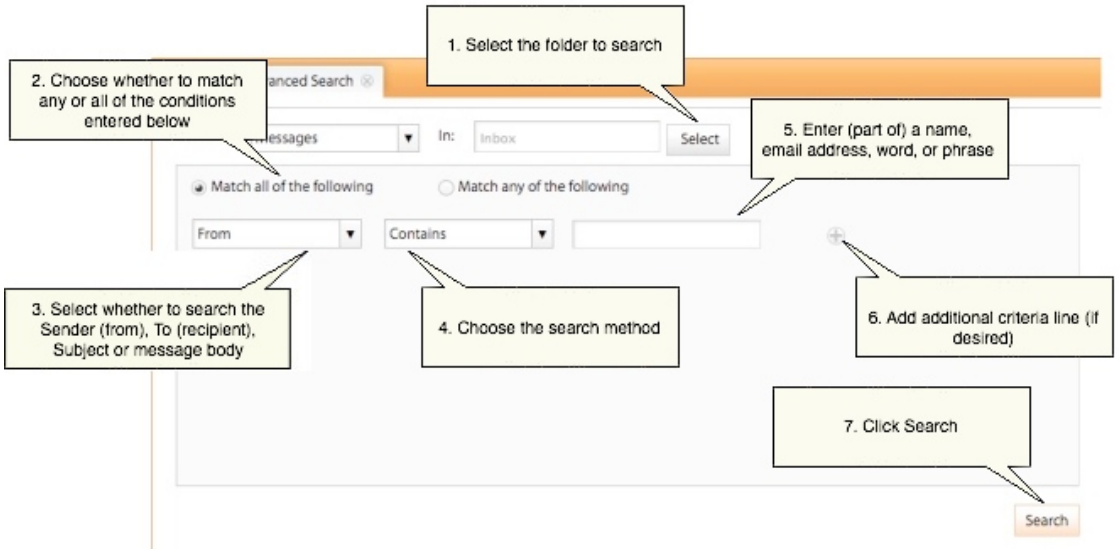

1. Select the folder to search
2. Choose whether to match any or all of the conditions entered below
5. Enter (part of) a name, email address, word, or phrase
In:
Inbox
Select
Match all of the following
Match any of the following
From
Contains
3. Select whether to search the Sender (from), To (recipient), Subject or message body
4. Choose the search method
6. Add additional criteria line (if desired)
7. Click Search
Search

Figure 5.13. Advanced Email Searching

To Search for messages:

1. Choose the folder to search (default is Inbox) by clicking the Select button to display the folder list shown below:

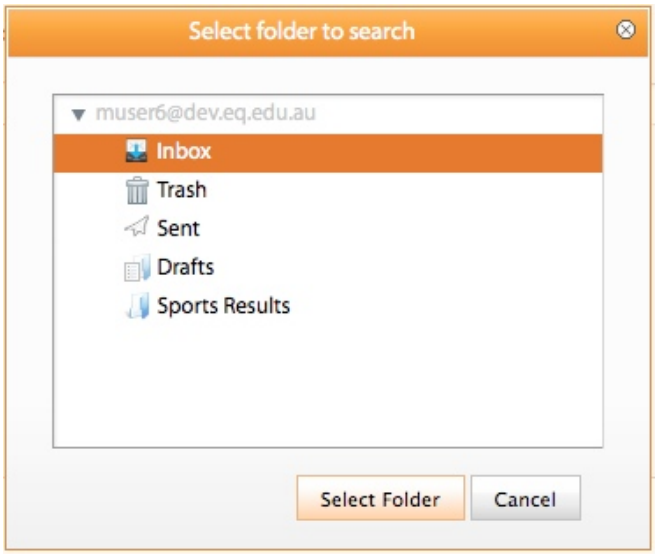


Figure 5.14. Folder List

Select the desired folder and click the 'Select Folder' button.

2. Choose whether any or all of the search conditions you create must be satisfied.
3. Choose the part of the message to search, including:
   - From: searches the 'From' part of the message
   - To: searches the 'To' part of the message
   - Subject: searches message subject lines
   - Body: searches message contents
4. Choose the search method from the **contains** drop-down list. The usual search is for messages that contain (part of) a name, email address, word or phrase. However, if you wish to exclude messages, you can choose to search for messages that 'do not contain' these things.
5. Enter the search term in the field to the right.
   - For Sender/Recipient searches this may be part of a name or email address.
   - For Subject/Body searches, this may be a word or phrase, or part of a word or phrase.
6. Click **Search**.

Note

Retrieved emails may be viewed, moved, or deleted. See Moving and deleting emails for details.

5.7. Managing folders

Current folders are shown on the left hand side of the interface, as shown below:

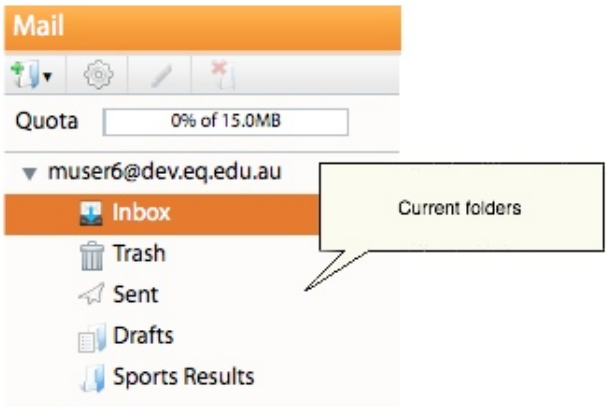


Figure 5.15. Current Folders

5.7.1. Create a new folder

Creating new folders to store emails is simple.

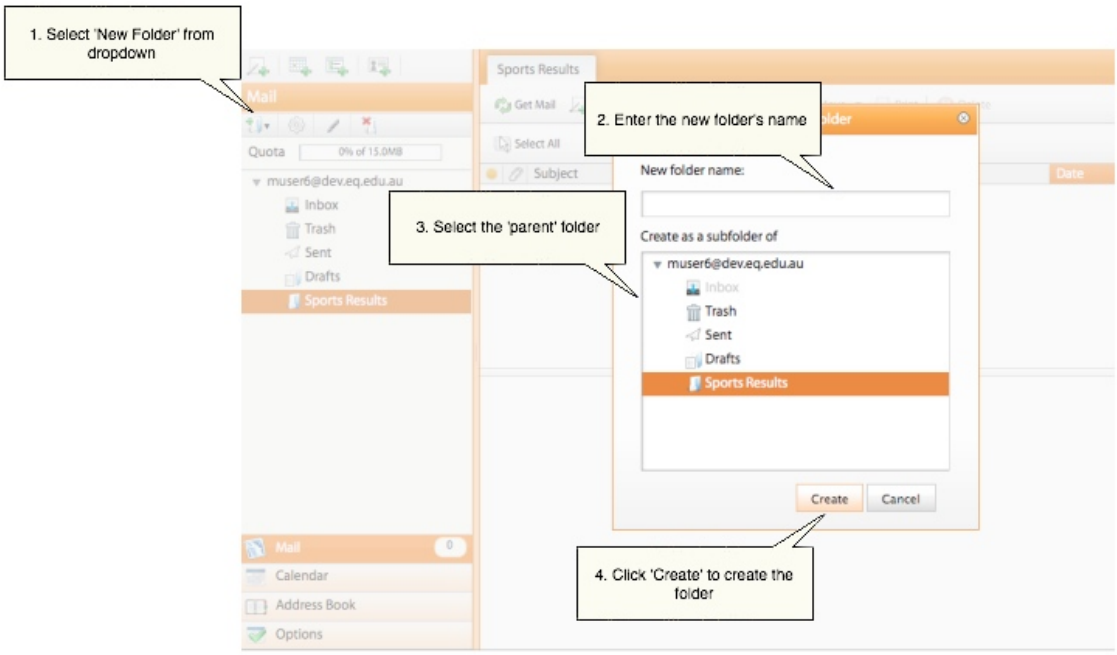


Figure 5.16. Create New Folder

1. Select 'New Folder' from the dropdown.

2. In the **Create New Folder** dialog, enter the new folder name.

3. Click to select the 'parent' folder:
   - The new folder will be created below the selected folder
   - To create a folder at the highest level, click the first folder (your email address).
4. Click OK.

5.7.2. Delete folders with care!

Warning

Check the contents of folders carefully before deleting. If the folder contains messages, those messages will be erased when the folder is deleted.

1. Select the folder you wish to delete.
2. Click and confirm deletion.

5.7.3. Moving between created folders

There are three ways to move between folders you've created:

1. Drag and drop a message from the current folder, as shown below:

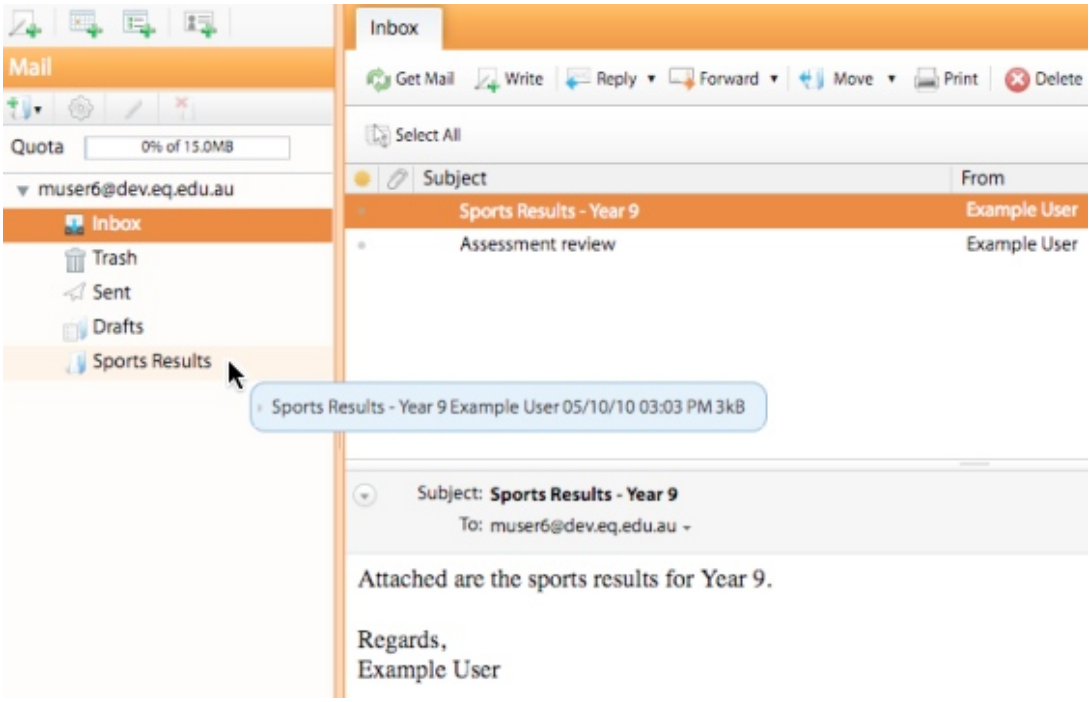
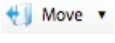


Figure 5.17. Drag and Drop

2. With a message selected, click  and select 'Move Folder' to display the folder list, shown below:

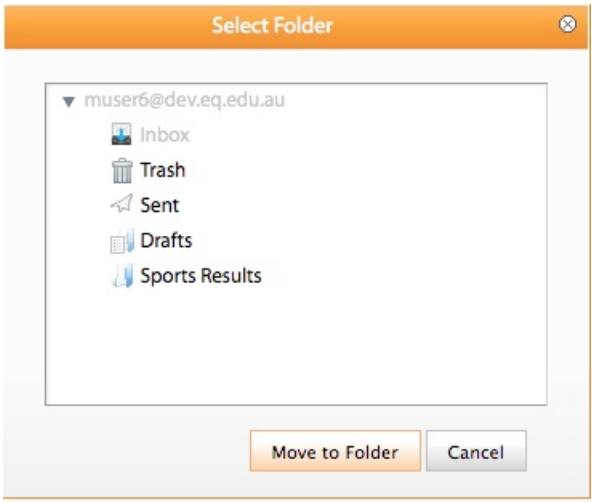


Figure 5.18. Move Folder List

Select the target folder and click 'Move to Folder'.

3. Right-click the message and select 'Move Folder' from the context menu to display the folder list, shown above. Select the target folder and click 'Move to Folder'.

Tip

Each of these operations may be performed with one or more messages selected.

5.7.4. Renaming a folder

Perform the following steps to rename a folder:

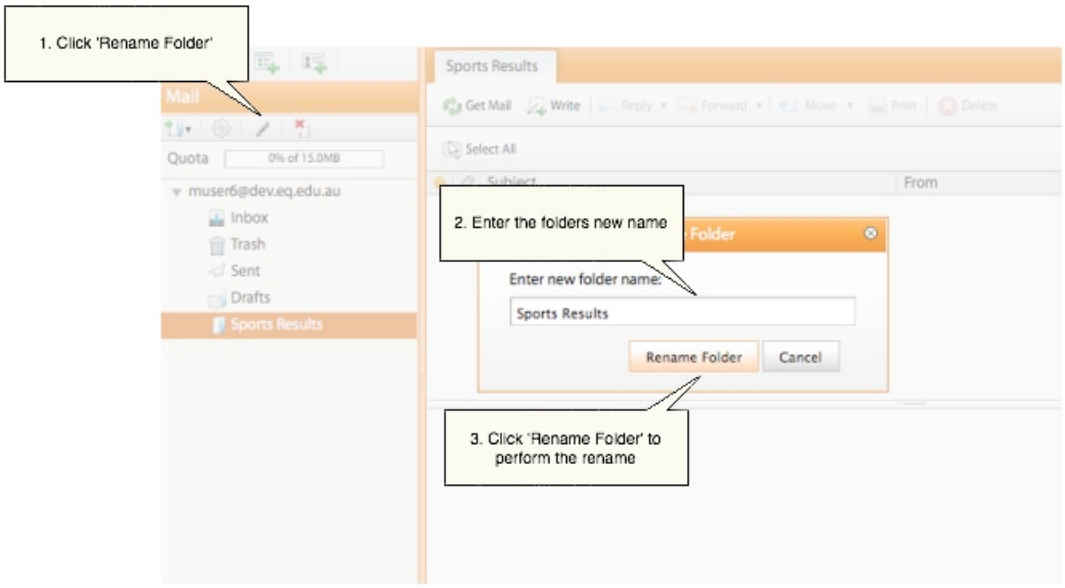


Figure 5.19. Renaming a folder

1. With the folder selected, click to display the rename dialog.
2. Enter the new folder name.
3. Click 'Rename Folder'.

5.8. Deleting emails

As the volume of email you send and receive increases, you'll need to delete emails that are no longer needed.

Delete is a two-step approach. Messages are first moved to the Trash folder, before being removed upon logout.

Messages within the Trash folder may be moved to another folder - for example, back to the Inbox.

5.9. Address book of contacts

Tip

WebMail makes it easy to maintain contact details and create and manage 'groups' of contacts.

Tip

In WebMail, you'll see a contact's details referred to as a 'card' - as in business card. Most email programs now work this way, treating contact details as collections of online business cards. Contact 'card' details may be saved in .vcf card format (an internet standard), attached to email, and exchanged with other email programs.

Access your personal address book using the accordian, as shown below:

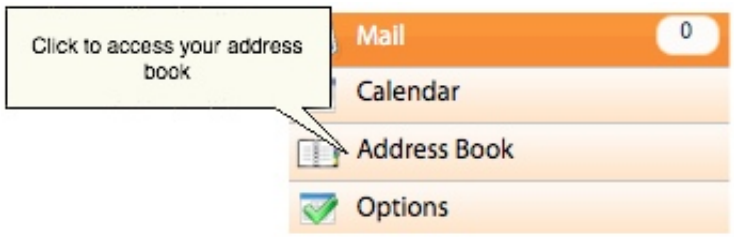


Figure 5.20. Address Book Access

The address book displays all your contacts and provides various functions to manage them.

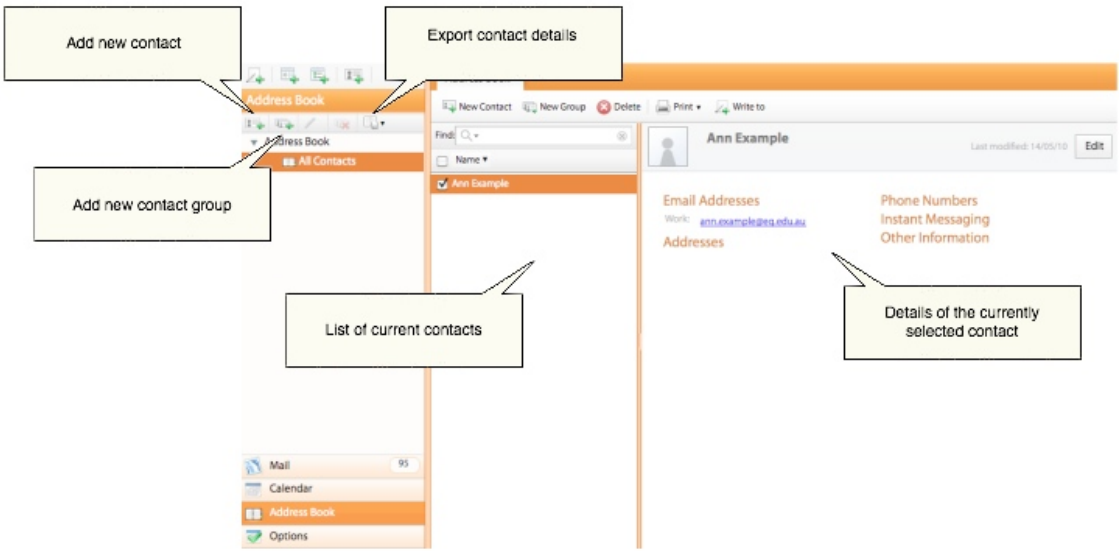


Figure 5.21. Address Book

5.9.1. Adding contacts

You can add a contact to the address book by clicking the New Contact or the button and completing the New Contact window.

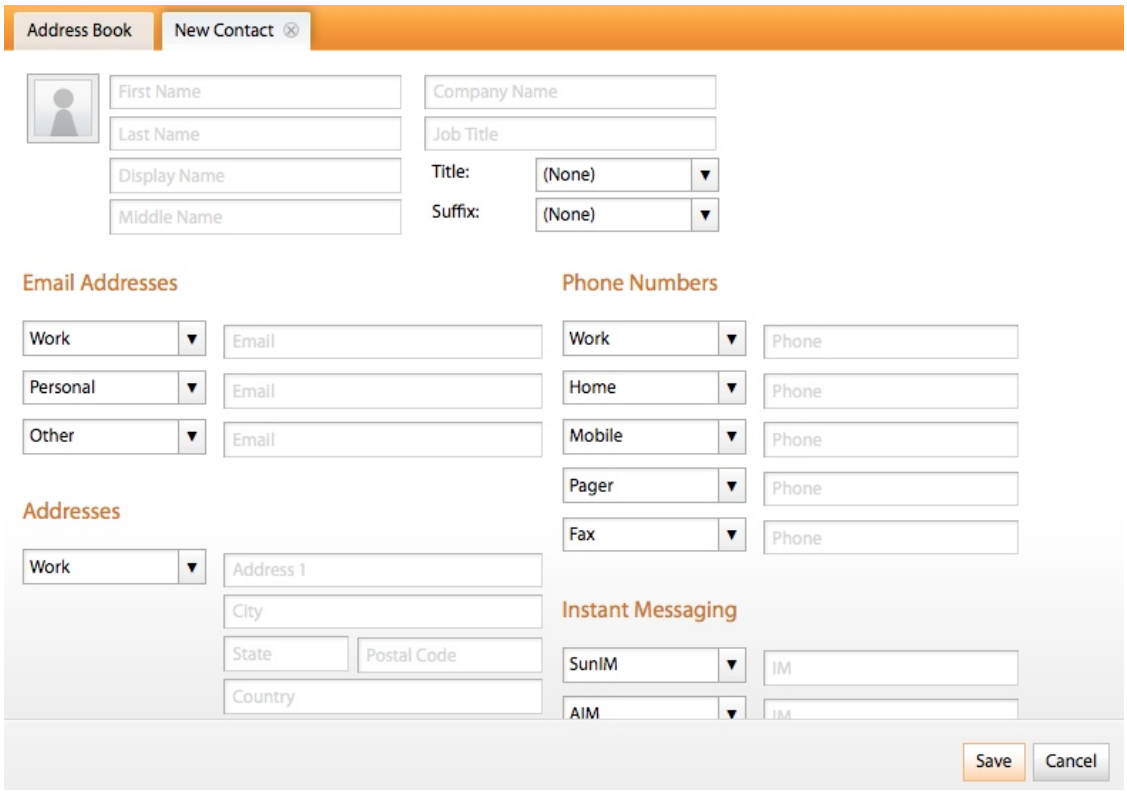


Figure 5.22. New Contact

5.9.2. Creating contact groups

Tip

If you often send emails to the same people, you'll save time if you make them members of one or more contact groups.

You can create a contact group by clicking the New Group or the button and completing the New Group window.

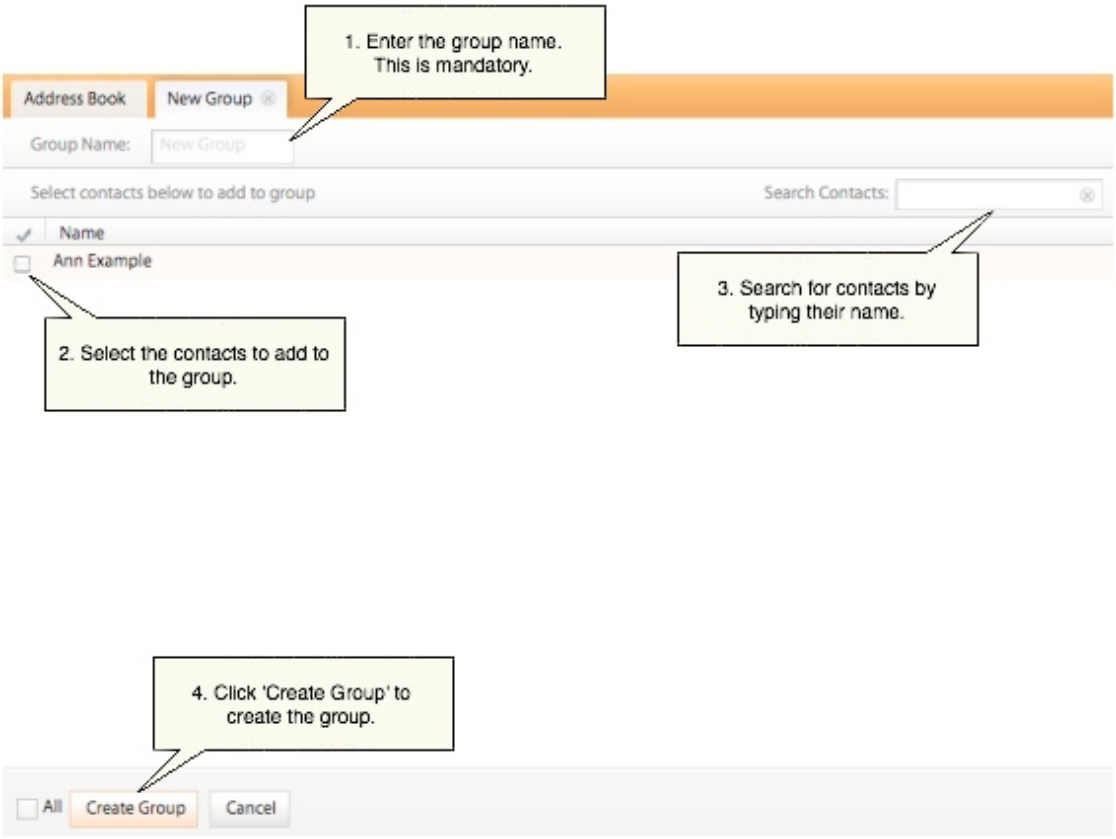


Figure 5.23. New Group

1. Enter a name for the Group. This is required. All other fields in the window are optional.

2. Select the contacts to add to the group.

3. Use the Search Contacts: search box to look for contacts to add to the group.

   As you type in this field the contact list will update. To revert the list click to view all entries.

4. Create the group by clicking Create Group .

5.9.3. Editing a contact group

To manage the contacts within a contact group:

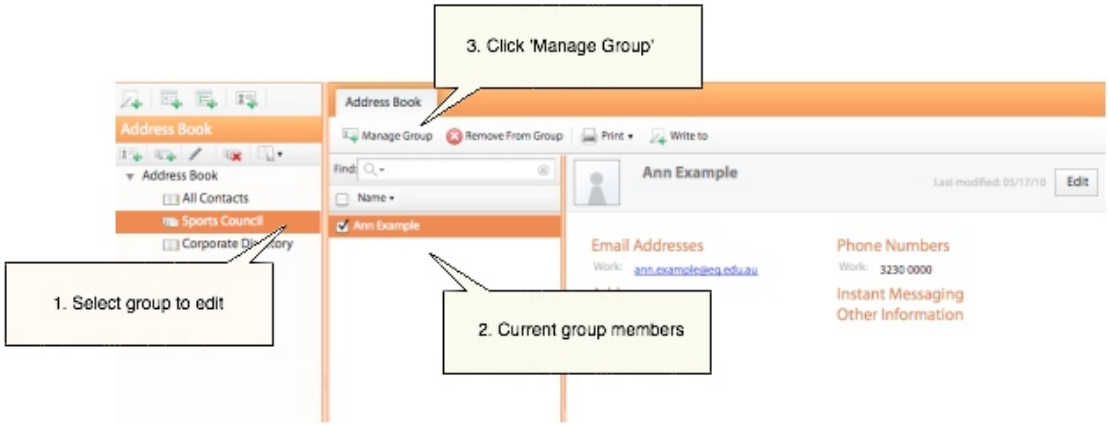


Figure 5.24. Address Book List

1. Select the group to be edited.

2. The current group members are displayed.

3. Click 'Manage Group' to manipulate the group member list.

Use the checkboxes next to each contacts name to add / remove them from the group:

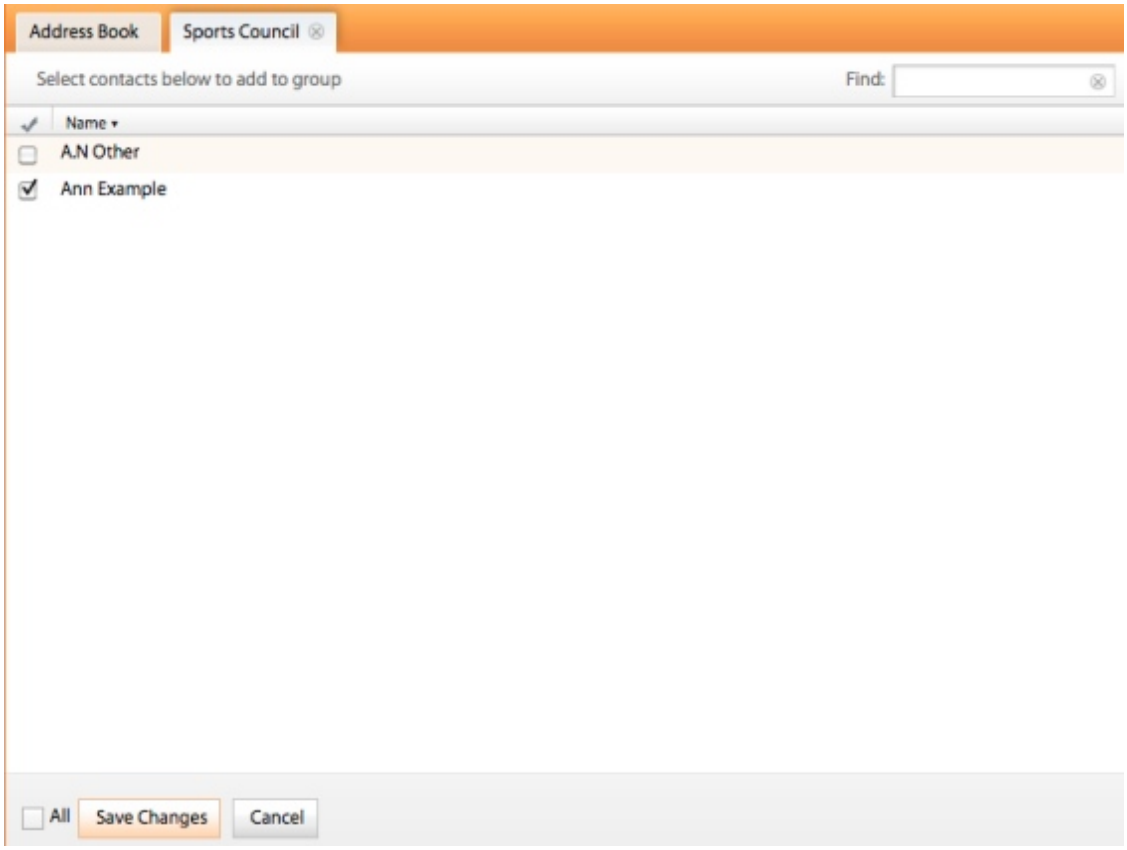


Figure 5.25. Group Members

Save the changes by clicking Save Changes .

5.9.4. Deleting a contact group

To delete a contact group:

Figure 5.26. Address Book List

1. Select the group to be deleted.

2. Click and click OK to confirm deletion.

Tip

Deleting a contact group deletes the group definition only, not the group members.

5.10. Phishing Emails

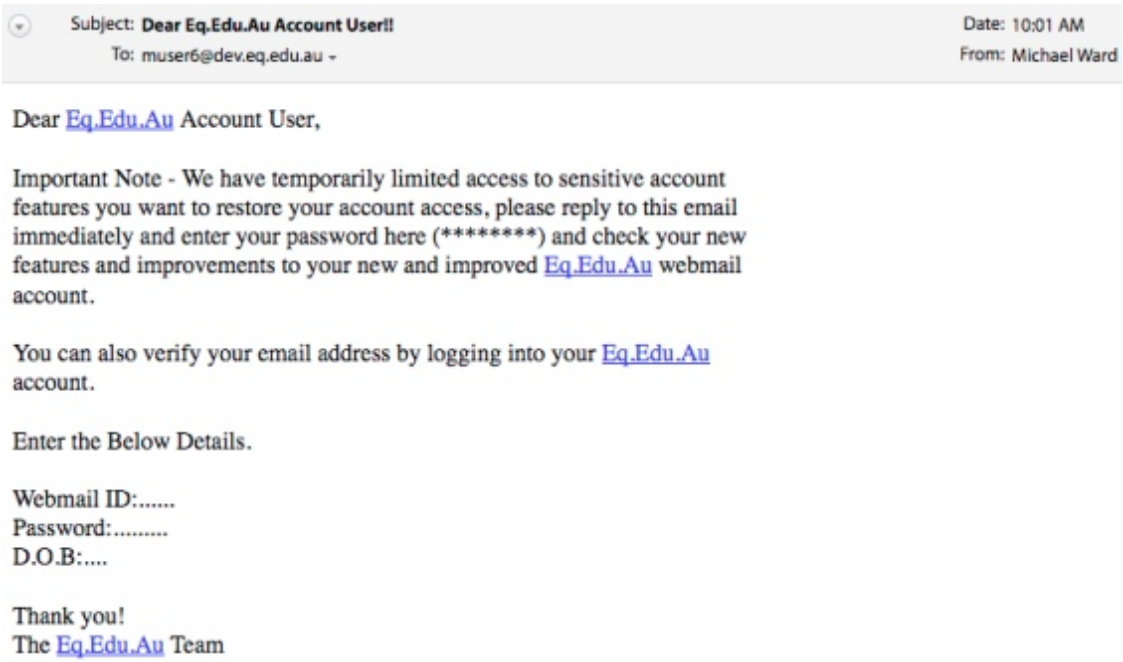
Phishing emails are a form of deception aimed at stealing your valuable personal information, such as bank details or usernames and passwords.

MIS users have recently been targeted by these emails and accounts which have been compromised as a result have been used to send large volumes of spam, resulting in interruptions to email services on several occasions.

Due to this it is vital that users of the MIS know how to identify potential phishing emails, and understand the importance of acting responsibly if they receive one.

5.10.1. What does a phishing email look like?

Phishing emails may take a number of forms, however the majority of those received by MIS users pretend to be from an EQ support team. These emails, as shown in the example below, attempt to get the user to respond with their MIS username and password.



Subject: **Dear Eq.Edu.Au Account User!!** Date: 10:01 AM
To: muser6@dev.eq.edu.au From: Michael Ward

Dear Eq.Edu.Au Account User,

Important Note - We have temporarily limited access to sensitive account features you want to restore your account access, please reply to this email immediately and enter your password here (********) and check your new features and improvements to your new and improved Eq.Edu.Au webmail account.

You can also verify your email address by logging into your Eq.Edu.Au account.

Enter the Below Details.

Webmail ID:.....
Password:.....
D.O.B:....

Thank you!
The Eq.Edu.Au Team

Figure 5.27. Phishing Email

Here are a few of the phrases to look for if you think you have received a phishing email:

"Verify your account", **"Your account will be closed if you do not respond within X hours"**

No one will ever ask for your MIS password for a legitimate purpose. This password should always be kept secret and should not be disclosed to anyone. These emails often convey a sense of urgency so that you'll respond without thinking, and may even claim to have been sent as a result of your account being compromised.

5.10.2. What do I do if I receive a phishing email?

If you have any doubts about an email you have received, it is important that you **do not respond**. Instead, contact your MIS Administrator immediately and then send the suspected email as an attachment to phishing@eq.edu.au.

Chapter 6. WebMail: Calendar

6.1. About the Calendar

The WebMail calendar is a powerful tool that lets you manage your time online.

The WebMail calendar handles two main types of information:

- Events: meetings, seminars, training, birthdays, anniversaries, etc. Events such as meetings need people and therefore have one or more *invitees/attendees*.
- Tasks: jobs to complete by a date or time.

Note

You can have multiple calendars. For example, you may have a lesson prep calendar and a sports events calendar.

Note

You can share calendars with others and check others' availability online.

Tip

As there is detailed online Help for the Calendar, this guide provides essential information only.

6.2. Calendar Views and browsing calendars

Calendars can be viewed by day, week or month:

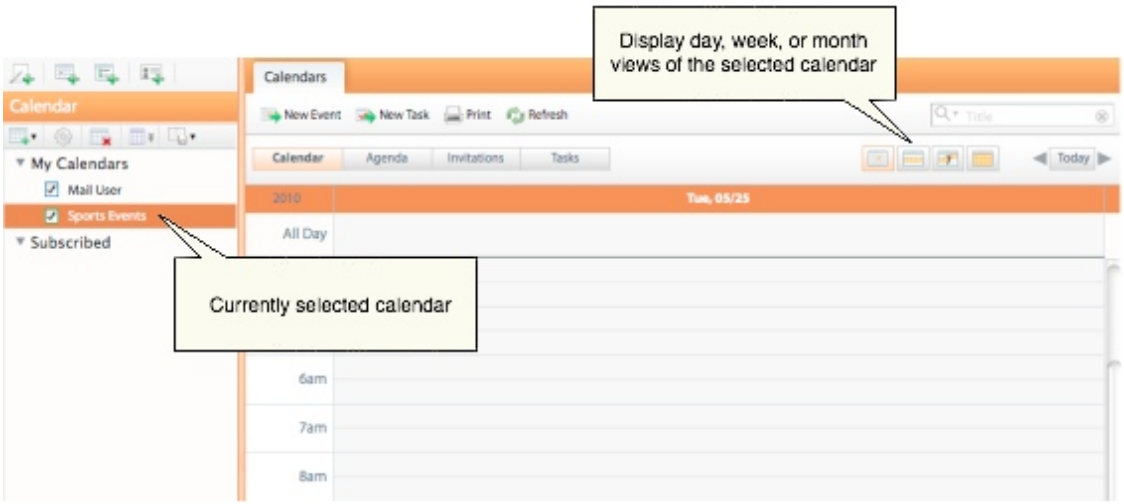


Figure 6.1. WebMail Calendar

To display a calendar for another date, select the desired date within the date picker (click on arrow buttons to move forward or backwards by month).

Figure 6.2. Date Picker

6.3. View and Filter Events

With the calendar selected today's events are displayed.

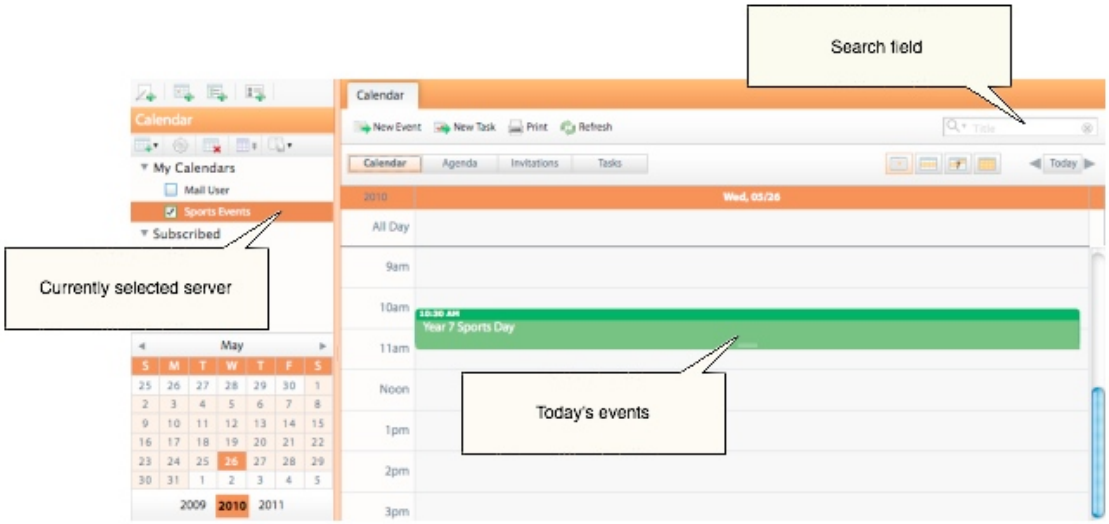


Figure 6.3. View Calendar Events

Enter (part of) an event title in the **Search** field to filter events by title.

6.4. Create an Event

Creating events such as meetings is straightforward.

Click New Event and follow the steps in the next sections.

6.4.1. Create Event Details

Describe the event in the **Event Details** part of the **New Event** window:

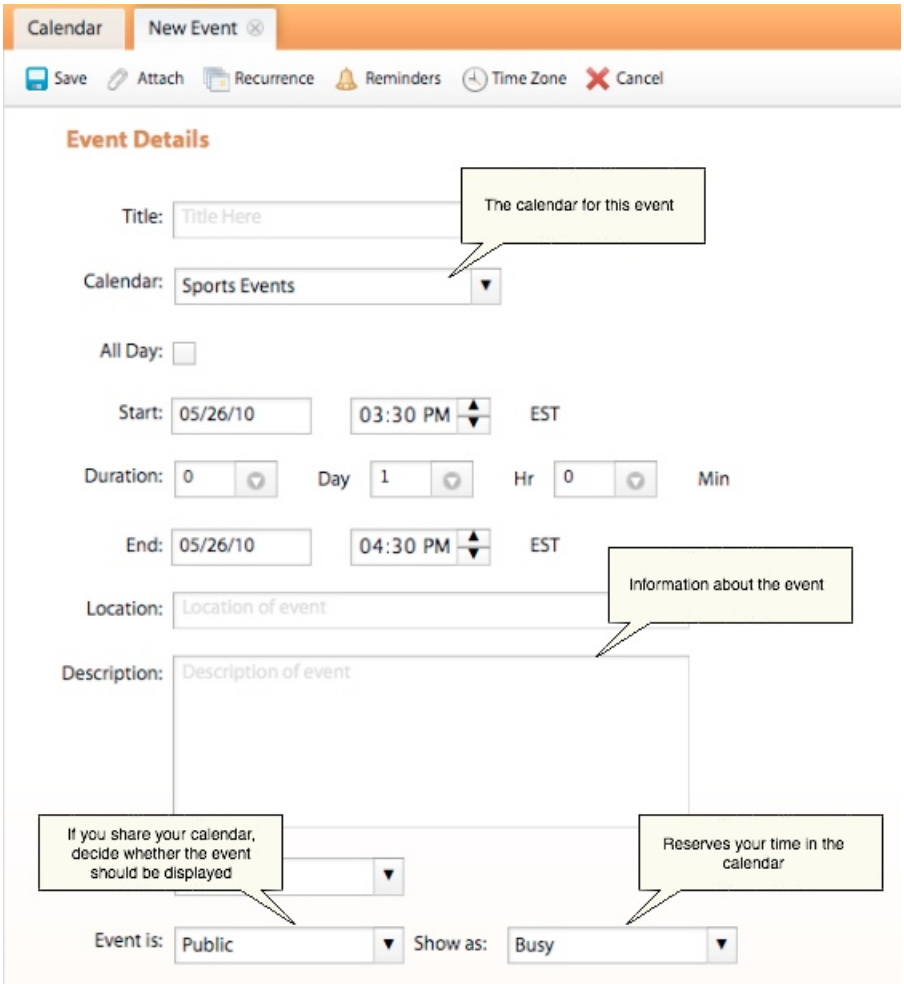


Figure 6.4. Calendar Event Details

Note

Switching on **Show As Busy** will block out your time in the calendar. Anyone who checks your availability will see your time has already been reserved for this event.

Note

Some events may be confidential. If so, and you let others see your calendar, use the 'Event is' drop-down list to mark events of this kind as either:

- Private: only invitees are aware of the event
- Public: all users sharing your calendar are aware of the event, or
- Show Time and Date: others see you are busy but not why.

6.4.2. Add invitees

Choose invitees to an event in the Invitations part of the **New Event** window:

Invitations
1. Enter the invitee's email address here and click 'Add to Invite List' ...
Type email address of invitee
Add to Invite List
People and Resources
Add From Address Book
Check Availability
... or use the Address Book to find invitee's
2. Check invitee's availability

Figure 6.5. Add Invitees

Tip

The usual approach is to build the list of invitees, check their availability, and adjust the event time to suit.

1. To build the list of invitees:

   - If you know the email address of the invitee, enter it in the **search field** and click Add to Invite List to add them,
   - otherwise click Add From Address Book and select invitees from the address books available to you

2. Click Check Availability to see if invitees are available.

6.4.3. Check invitees' availability

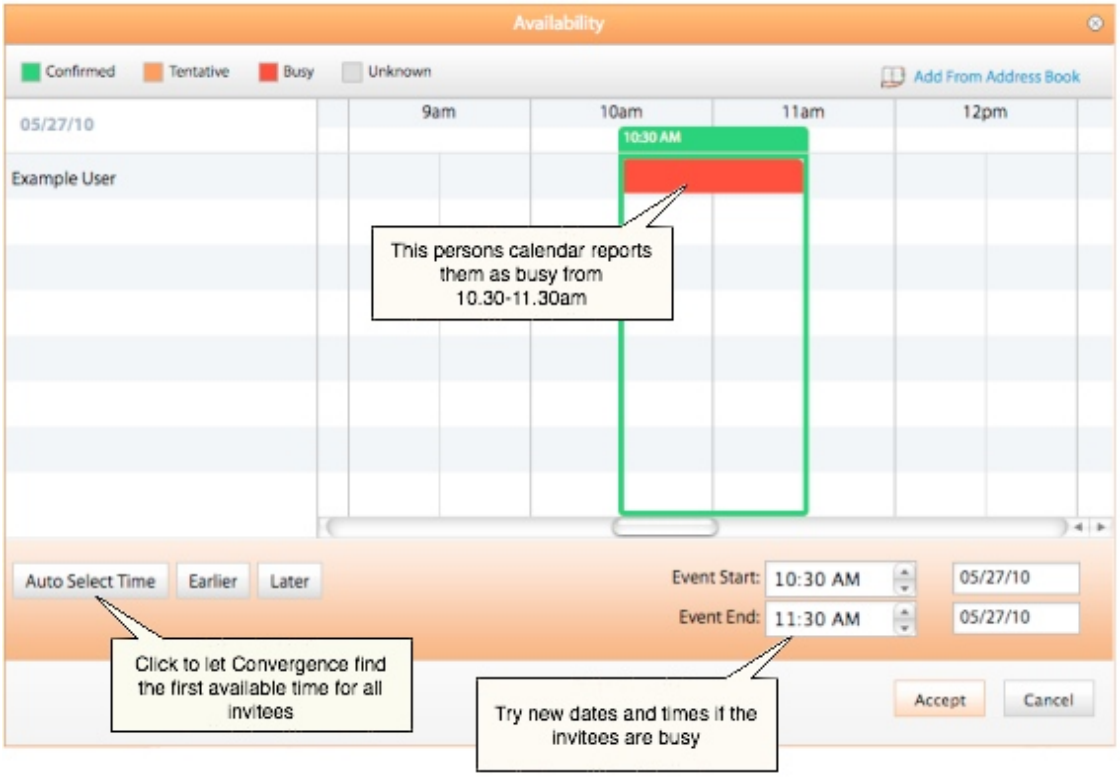


Figure 6.6. Check Availability

When opened, the **Check Availability** window displays information for the day of the event. Invitees' availability is shown in the grid at the top of the window.

Tip

Change the **Event Start** and **Event End** if people are busy. Alternatively, click Auto Select Time to allow WebMail to find a time suitable for all invitees.

Tip

Use the Add From Address Book button to try new combinations of invitees.

Warning

If availability information is not displayed for a person, their calendar has not been set up to allow checking. See Important Calendar settings.

6.4.4. Saving the event and notifying invitees

With the event details added and invitees' availability checked, click Save to create the event and send email invitations.

6.5. View and respond to invitations

Click the Invitations tab to view invitations to events that you've received.

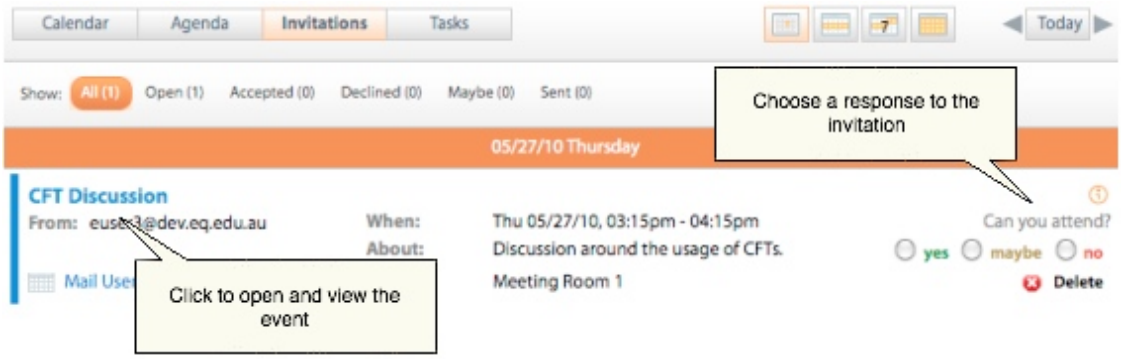


Figure 6.7. Invite View

Click on an event in the **Event Title** to get more information about it.

Choose your response to the invitation: yes, no or maybe.

This will:

- automatically email the event's organiser your response

6.6. Important Calendar settings

WebMail gives you control over your calendars and others' access to them.

With a calendar selected, click to manage the calendar.

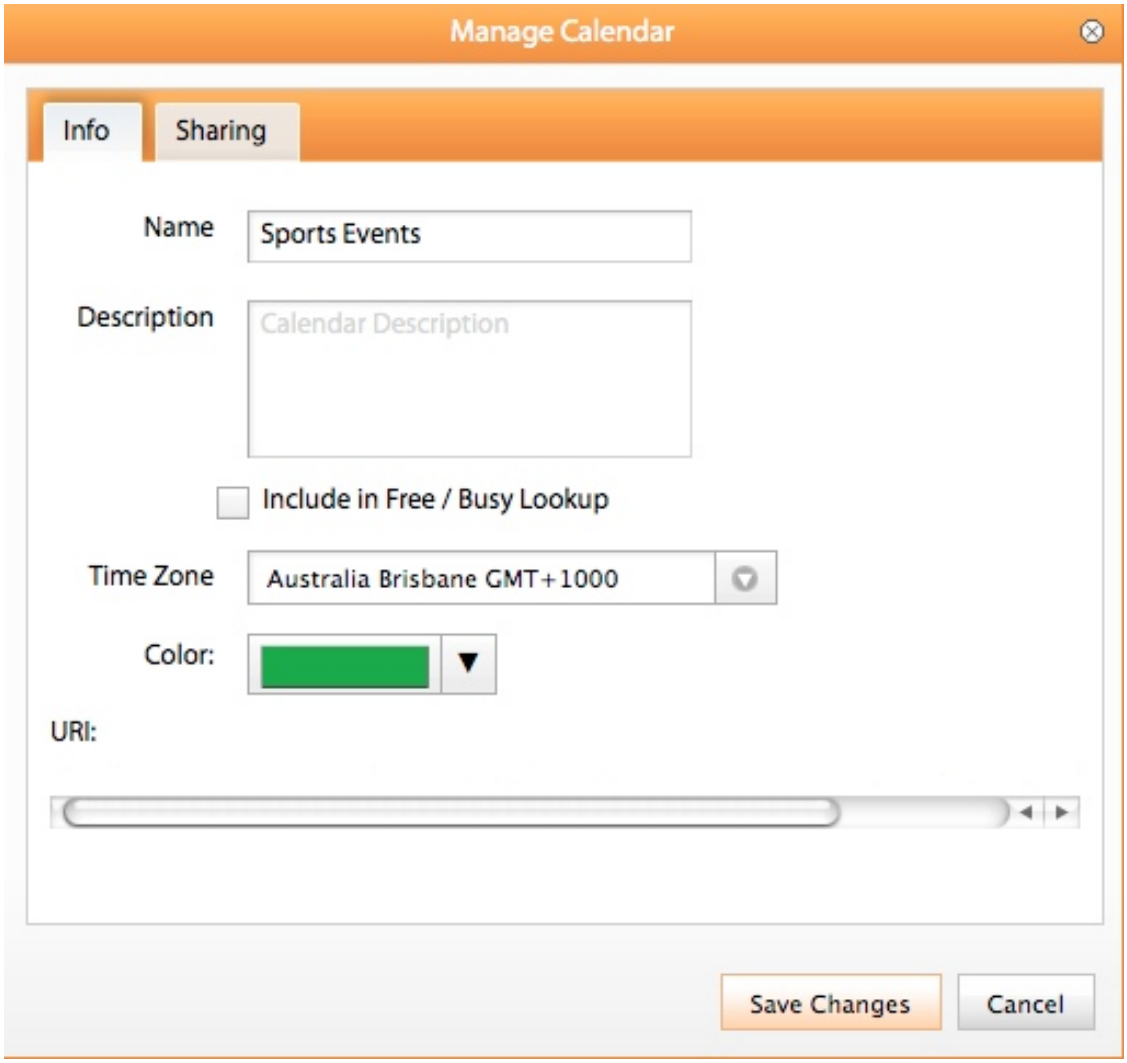


Figure 6.8. Manage Calendar

Tip

Look at the **Sharing** section of the Manage Calendar window.

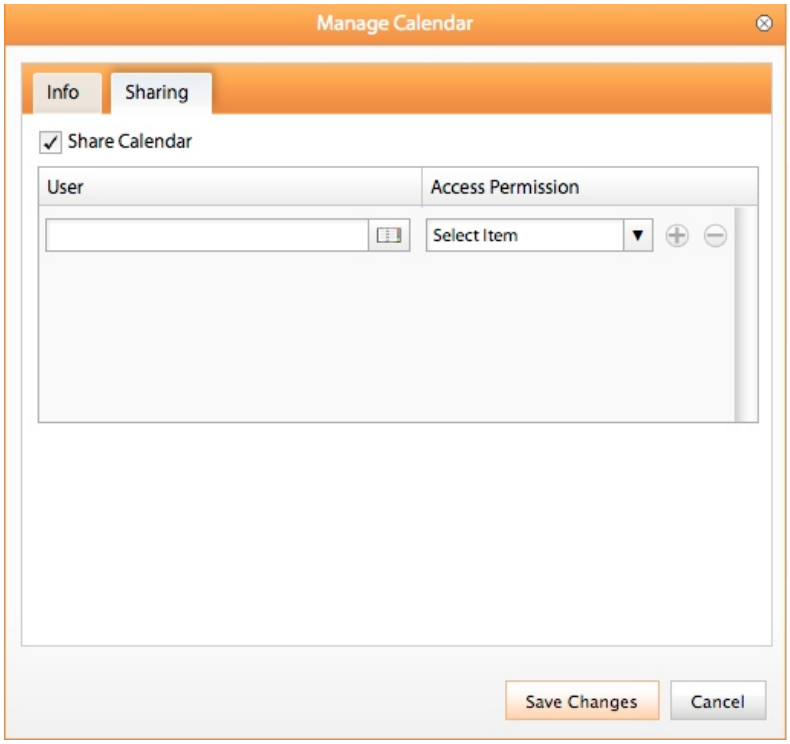


Figure 6.9. Manage Calendar - Sharing

6.7. Using the Calendar's Task features

The Calendar's Task feature lets you manage tasks such as weekly reports, timesheets, and other 'to do' items.

6.7.1. Managing tasks in the Tasks tab

Click the Tasks button to see current tasks' status.

Tip

If you've read the section on how to View and Filter Events the Tasks screen will look familiar.

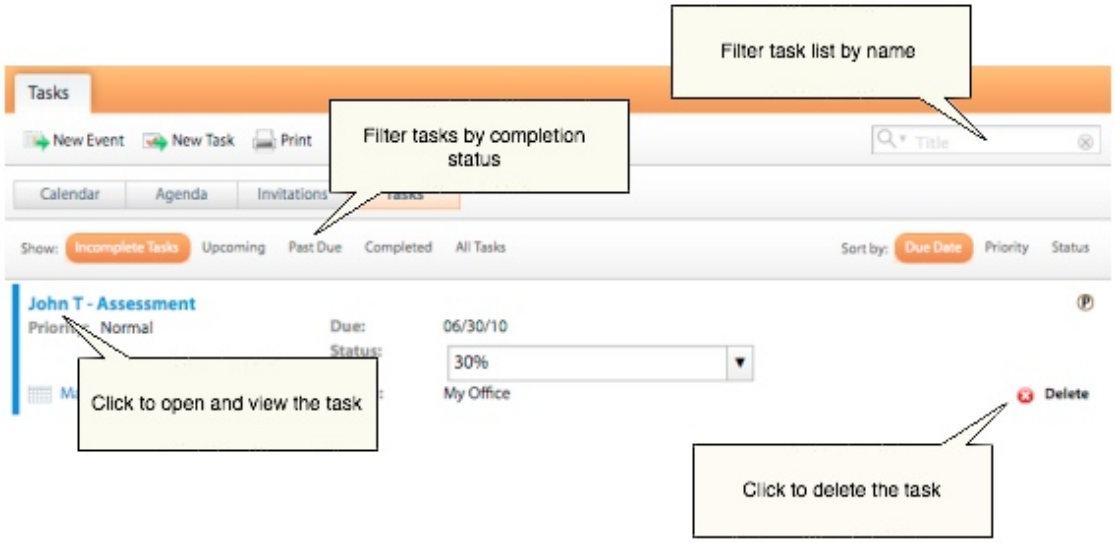


Figure 6.10. Tasks

Tip

Tasks that require no detail can be created quickly. Click the button, enter a title click 'Create Task'.

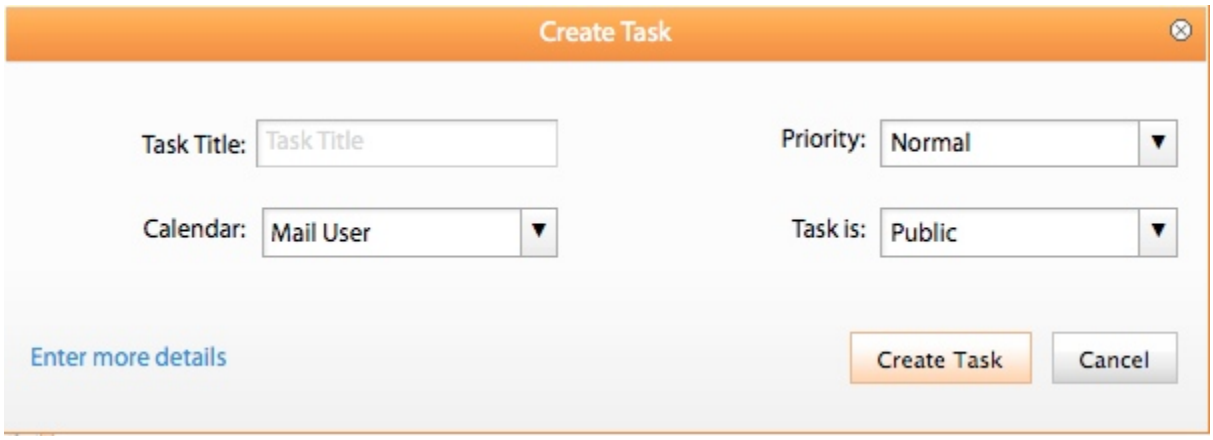


Figure 6.11. Add Task

Warning

Tasks are stored in calendars. Add everyday and recurring tasks to your preferred personal calendar.

6.7.2. Recurring tasks

Repeating tasks such as daily reports or weekly timesheets can be added to the calendar.

Click **New Task**, then within the New Task dialog click 'Enter more details'.

Enter your tasks details (including due date), then open the task recurrence options by clicking the Recurrence button.

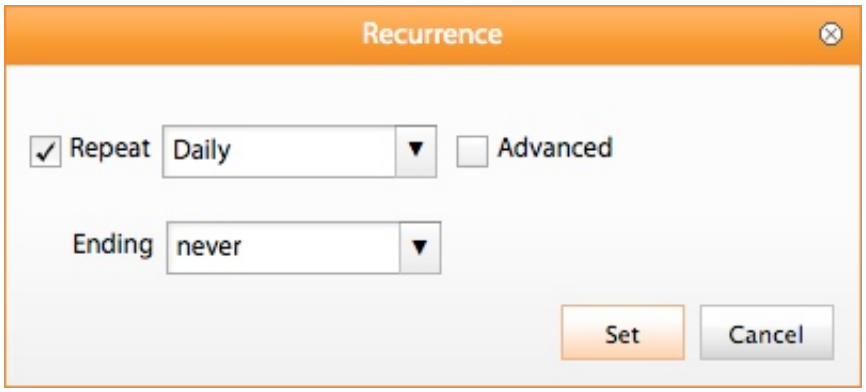


Figure 6.12. Task Frequency

1. Choose how often the task repeats from the **Repeat** list.
2. Use the **Ending** options to define when the task ends.
3. Click **Set** to save the task recurrence settings

Chapter 7. WebMail: Options

7.1. Global

> **Warning**
>
> Make a note of any changes you make in this part of WebMail so that you can undo them, if necessary.

Login View: display either Mail or Calendar when starting WebMail.

Language: displays the user interface in a different language, if that language has been set up by a MIS Administrator.

7.1.1. Date and Time Formats

Date Format: This affects, for example, how email sent/received dates are displayed in message folders, and event and invitation dates are displayed in the calendar. For example, choosing 'YY MM DD' displays a date as 2005/10/18.

Date Delimiter: How the year, month, and day parts of a date are separated. Slash separates a date as 2005/10/18, for example.

Time Format: This affects how times are displayed in calendar views.

7.2. Mail

The image below shows the available Mail options.

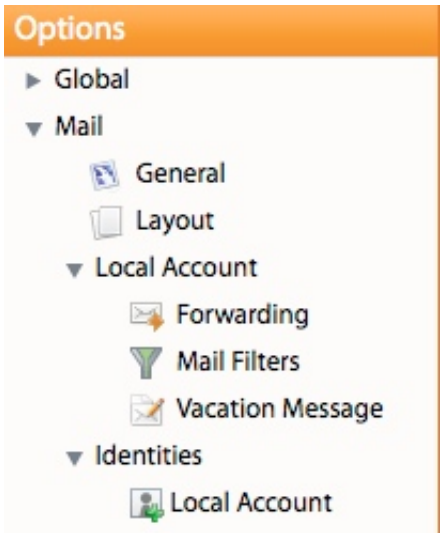


Figure 7.1. Mail Options

7.2.1. Personal Information

The Identities - Local Account option lets you personalise WebMail, adding a signature for all outgoing emails and letting you create your own contact card.

7.2.1.1. Add a signature to emails you send

Tip

A signature typically provides details about your role and may provide additional contact information. It is appended to the end of emails you send.

Warning

Use the signature to provide work-related information such as role, department location, and work telephone number. If sending emails outside EQ, think carefully before adding personal information, such as mobile phone number, to the signature.

To add a signature to all emails you send:

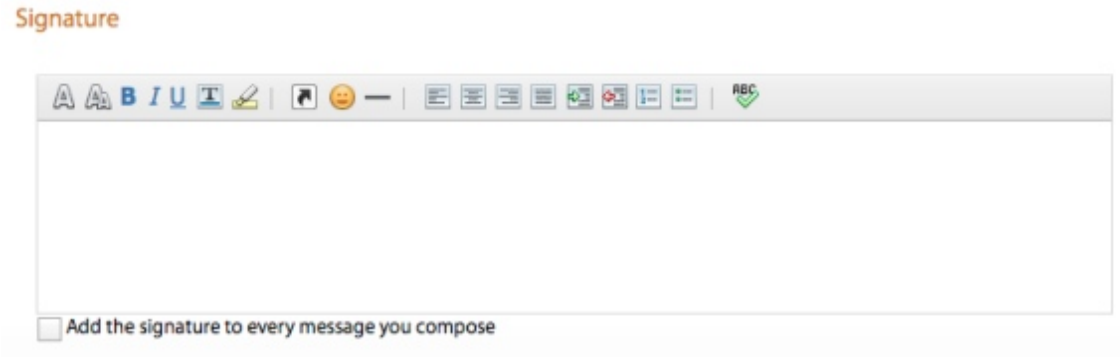


Figure 7.2. Add Signature

1. Enter your details in the **Signature** part of the form.
2. Switch on the **Add the signature...** checkbox.
3. Click **Save**

The signature will be added automatically to the next email you create.

7.2.1.2. Creating an online business card

Tip

Most email programs now treat contact details as collections of online business cards. Contact 'card' details may be saved in .vcf card format (vcard: an internet standard), attached to email, and exchanged with other email programs.

To create the card:

Go to the **vcard** section of the Personal Information screen and enter your details.

Warning

As with the signature, use vcards advisedly. Keep personal information on the card to a minimum. Use the card to provide and exchange contact information for professional purposes.

To automatically add card details to emails you send, switch on **Attach this vCard to each message you compose**.

Warning

Use this option only when needed. Otherwise keep it switched off.

Click **Save**

7.2.2. General

7.2.2.1. Sent Messages

Note

It is strongly recommended that you keep saving of sent messages to the Sent folder (or another folder, if preferred) switched on.

7.2.2.2. Message Drafts

Lets you choose a different folder for emails that are saved but still unsent.

7.2.2.3. Reply Quoting

Switch on to include the original message in any reply you create.

7.2.3. Layout

Lets you modify the layout of message folders, reordering columns and modifying how messages are sorted.

7.2.4. Vacation Message

Get WebMail to send an automatic response to incoming emails while you're away.

To create this 'vacation message':

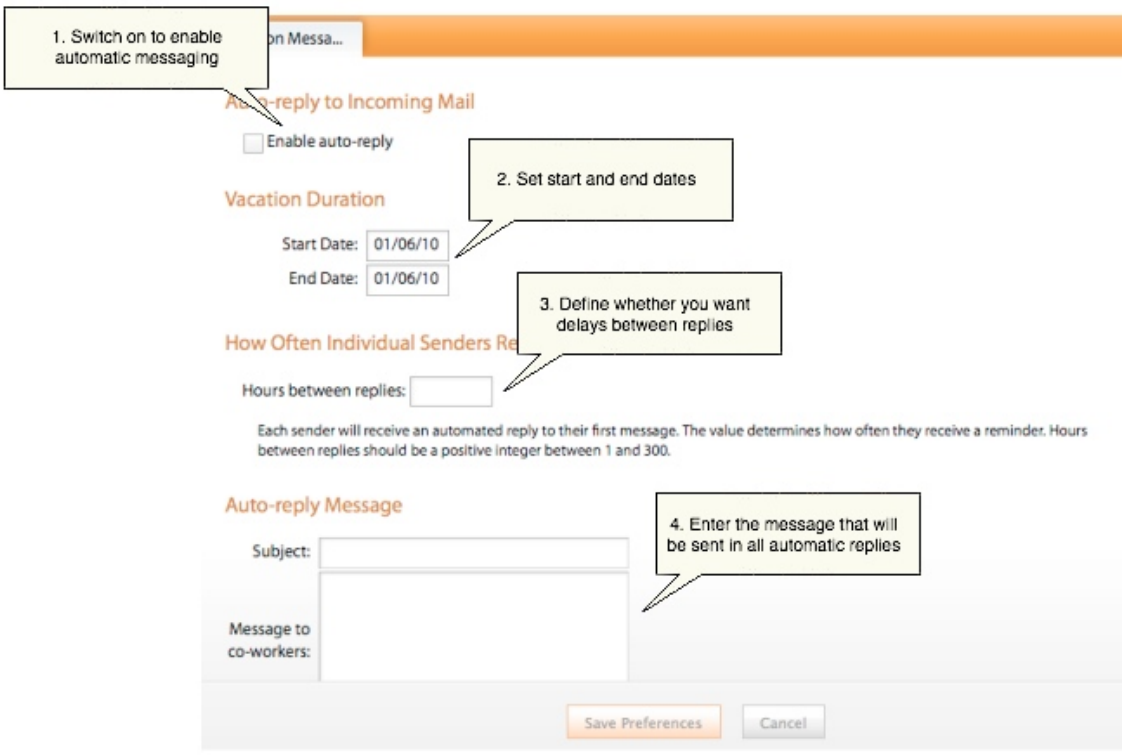

1. Switch on to enable automatic messaging
Enable auto-reply
2. Set start and end dates
Vacation Duration
Start Date: 01/06/10
End Date: 01/06/10
3. Define whether you want delays between replies
Hours between replies:
Each sender will receive an automated reply to their first message. The value determines how often they receive a reminder. Hours between replies should be a positive integer between 1 and 300.
Auto-reply Message
4. Enter the message that will be sent in all automatic replies
Subject:
Message to co-workers:
Save Preferences
Cancel

Figure 7.3. Vacation Message

1. Switch on the **Enable auto-reply** checkbox.

2. Pick the date range for vacation messaging from the Vaction **Start Date** and **End Date** date pickers.

3. Rather than send an automatic response to repeat emails, you can define a number of hours between responses in the **Hours between replies** field. Leave this field blank if you want Convergence to send automatic responses to all incoming emails.

4. Enter the subject line of the message in the **Subject** field.

5. Type the vacation message for both coworkers and other senders in the respective text areas.

6. Click **Save Preferences** to put Vacation Message settings into effect.

7.2.5. Mail Filters

Mail Filters let you define rules to direct incoming emails into different folders, forward emails to a different email address, and automatically delete messages (such as spam email).

7.2.5.1. Create a mail filter

Choose Options - Mail - Local Account - Mail Filters and click the New Filter button.

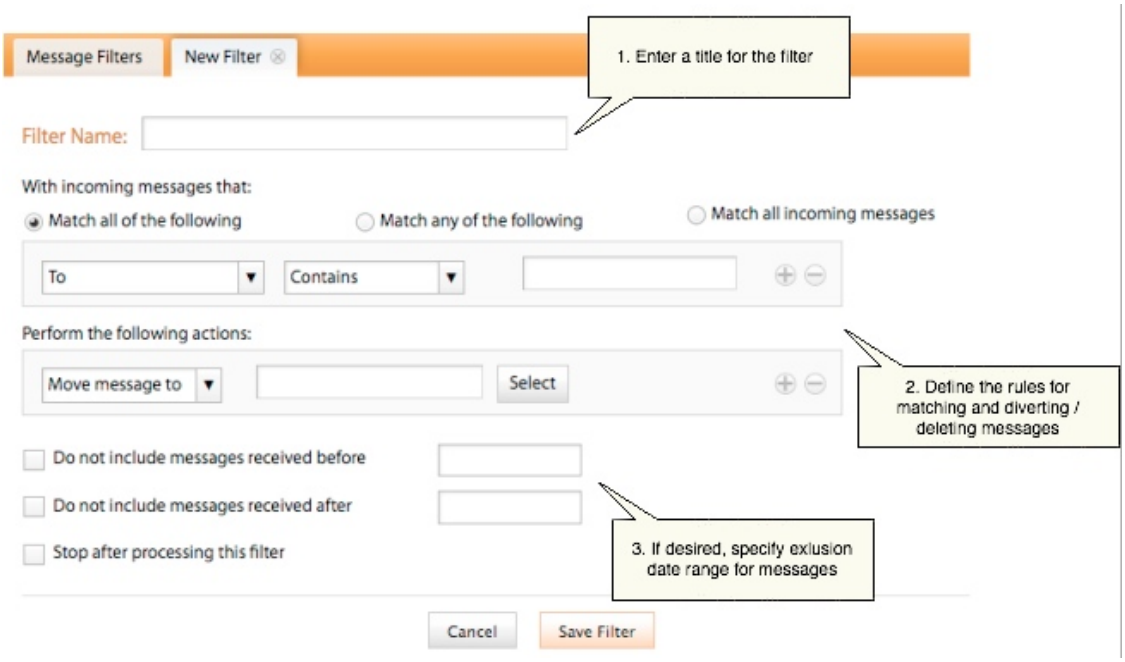

Message Filters
New Filter
1. Enter a title for the filter
Filter Name:
With incoming messages that:
Match all of the following
Match any of the following
Match all incoming messages
To
Contains
Perform the following actions:
Move message to
Select
2. Define the rules for matching and diverting / deleting messages
Do not include messages received before
Do not include messages received after
Stop after processing this filter
3. If desired, specify exlusion date range for messages
Cancel
Save Filter

Figure 7.4. Mail Filter

1. Give the filter a title in the **Filter Name** field.

2. Either choose **Match all incoming messages** to apply this filter to all messages (for example, if forwarding all emails to a second email address) or create rules to apply to incoming emails.

   ### Note

   Rules may apply to *any or all* of the To, Cc, Bcc, From, or Subject lines of the email. A typical rule will look for part of a subject line or sender's email address, which is why 'contains' is the default test. However other tests can be applied:

   - **contains/does not contain:** tests for a *partial* match. Matches if the line contains/does not contain the characters you enter. For example, a subject line of 'Your account details' on an incoming email contains 'account' but does not contain 'bill'.
   - **is equal to/is not equal to:** tests for a *full* match. A subject line of 'Your account details' would fail if compared using '**is**' to the test words 'Your account'.
   - **begins with/ends with:** tests the start or end of a line against the characters you enter. A subject line of 'Your account details' would match if compared to 'You' in a '**begins with**' test.

   ### Tip

   It is also possible to filter emails by size. This may be useful if you receive emails containing large music or image files from a variety of sources and want to divert these emails to a specific folder.

3. Select **Move message to** and choose the folder to receive filtered emails.

4. **Discard the message** is important. It tells Convergence to delete filtered emails completely. Typical use is for unsolicited spam email.

Click **Save Filter** to put the filter settings into effect

7.2.5.2. Delete a filter

To delete a filter, choose Options - Mail - Local Account - Mail Filters:

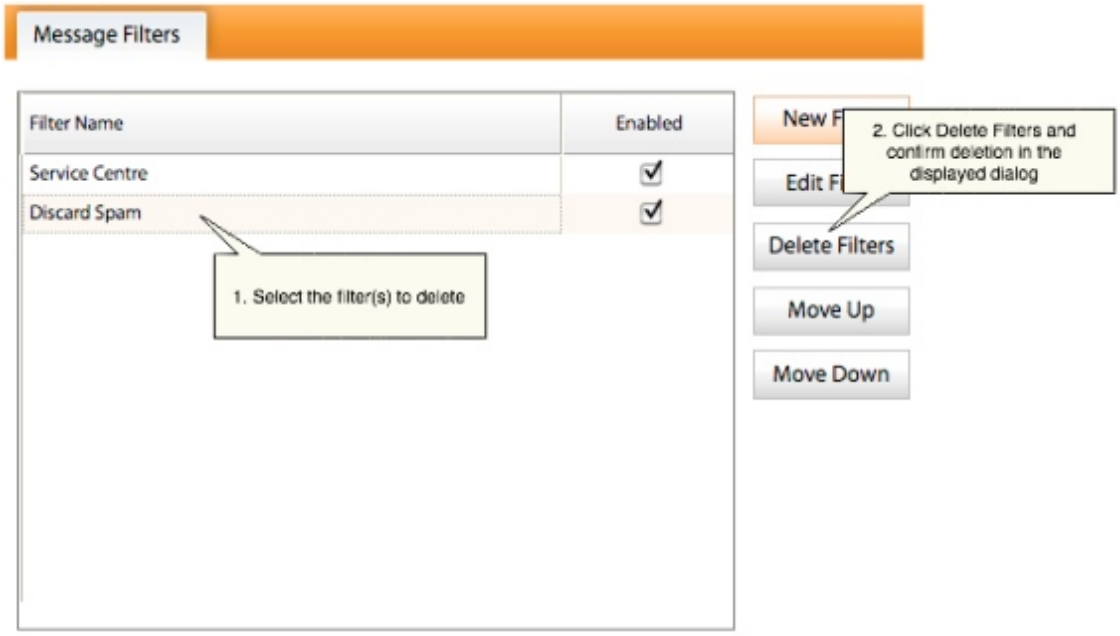


Figure 7.5. Delete Filter

1. Select the filter(s) to delete from the list on the left

2. Click Delete Filters then click **OK** in the displayed dialog to remove the filter(s).

   Note

   To disable a filter rather than delete it, simply de-select it's **Enabled** checkbox

7.3. Calendar

The image below shows the Options - Calendar interface.

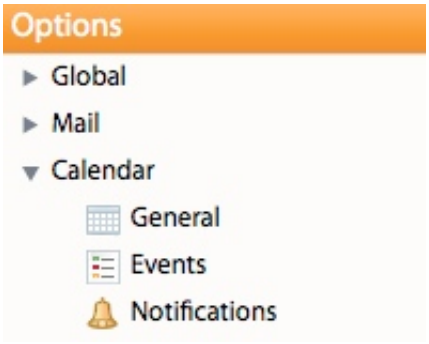


Figure 7.6. Calendar Options

7.3.1. Calendar - General Options

Use the **Initial Calendar View** drop-down list to change the type of calendar you see when you first open Convergence.

Use the **Timezone** dropdown if you wish to view your calendar in a timezone other than the Australia Brisbane default.

Use the **Day Starts** and **Day Ends** drop-down lists to define the times and time intervals displayed in day and week calendar views.

The **First Day of Week** drop-down list defines how a week is displayed in calendar views. In the above example, choosing Monday makes weeks in a monthly calendar start at 'M'.

7.3.2. Events

Invited events filters allow you to restrict the events that are displayed in calendars. To remove Declined events from a calendar view, switch off the **Declined** check box.

Use the **Default Event Type** drop-down list to define your preferred event type whenever you create a new event.

7.3.3. Notifications

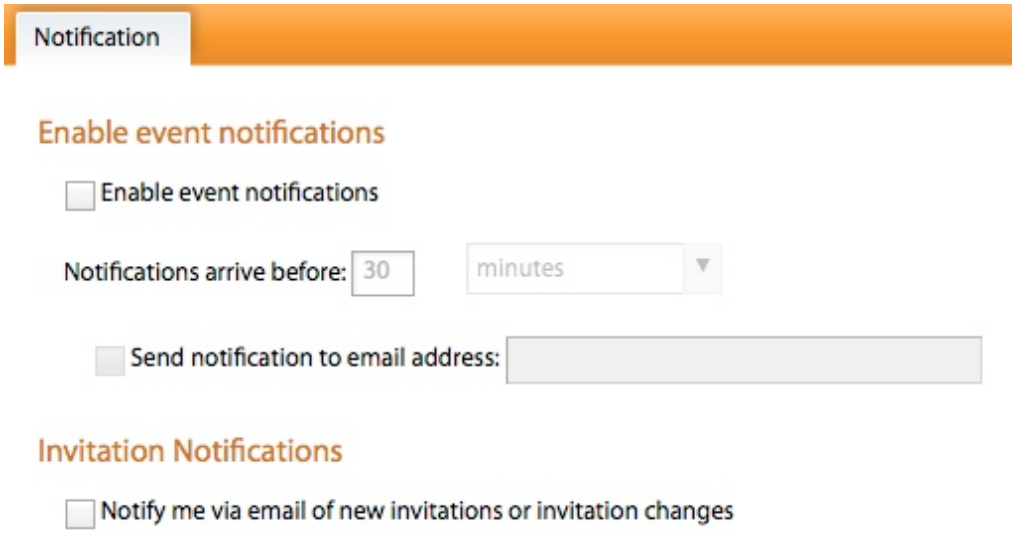


Figure 7.7. Notifications

Use this to get Convergence to send you reminders for events and tasks.

To turn on Reminders:

1. Switch on **Enable event notifications**
2. Add the email address(s) to send reminders to. Separate multiple addresses with a comma.
3. Enter the time before a task or event when reminders should be sent in the **Notifications arrive before** part of the screen.

   Note

   This is recommended. You must otherwise check your calendars or Convergence invitations screen for invitations.

Chapter 8. Mobile Email

MIS email may also be accessed from an iPhone or mobiles running Windows Mobile.

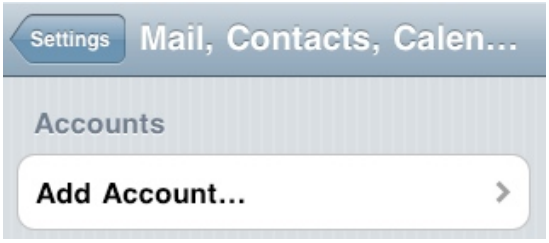
8.1. Configuring the iPhone

To configure the iPhone to send / receive MIS emails follow these steps:

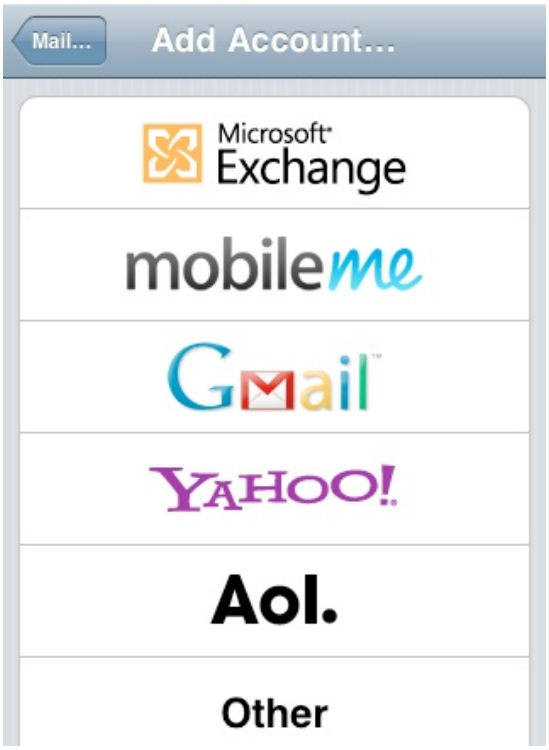
1. From the home screen select the icon to access the iPhone settings:

2. Scroll down through the available settings and select the **Mail, Contacts, Calendars** option.

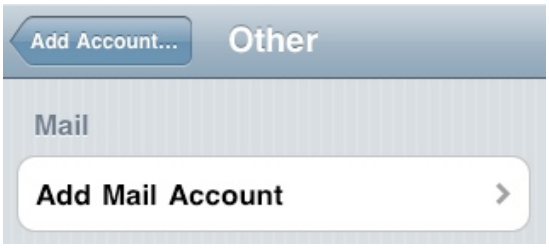
3. Select the '**Add Account...**' option



to view the available account types:



4. From the list of available account types choose '**Other**'
5. Select the '**Add Mail Account...**' option



and where prompted enter your name, MIS email address, MIS password, and a description which is meaningful to you. Click Next to continue.

6. Leave the **IMAP** button selected (unless you specifically want to retrieve your email via POP), then enter the following information where prompted:
   - Incoming mail server host name: **imap.eq.edu.au**
   - Outgoing mail server host name: **smtp.eq.edu.au**
   - Username: **enter your MIS ID**
   - Password: **enter your MIS password**

   Click Next to continue.

7. At this point the iPhone will attempt to verify your settings, and will fail with the following error:

Select **Yes** to continue.

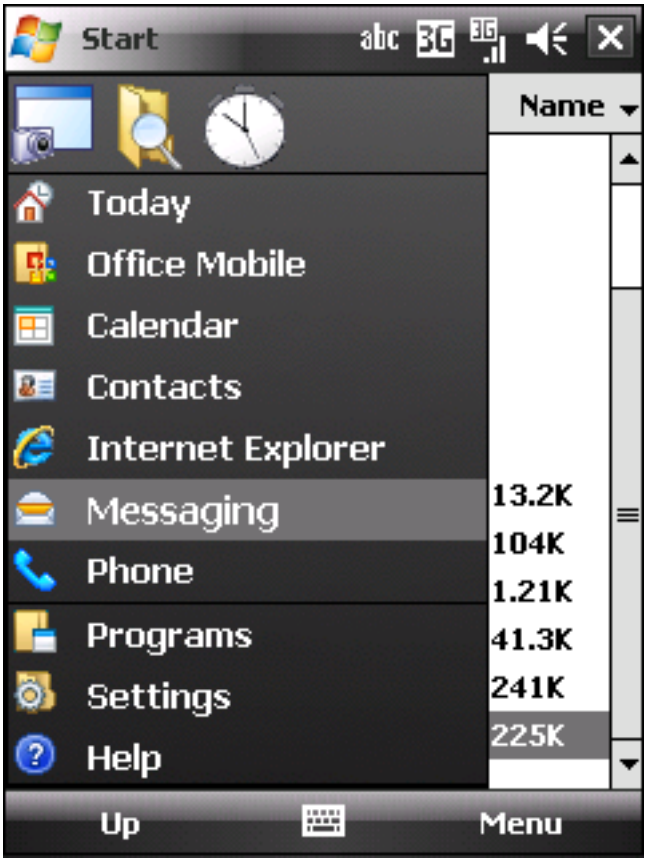
8. Once verification has completed, the following screen is shown:

Click Save to complete setup.

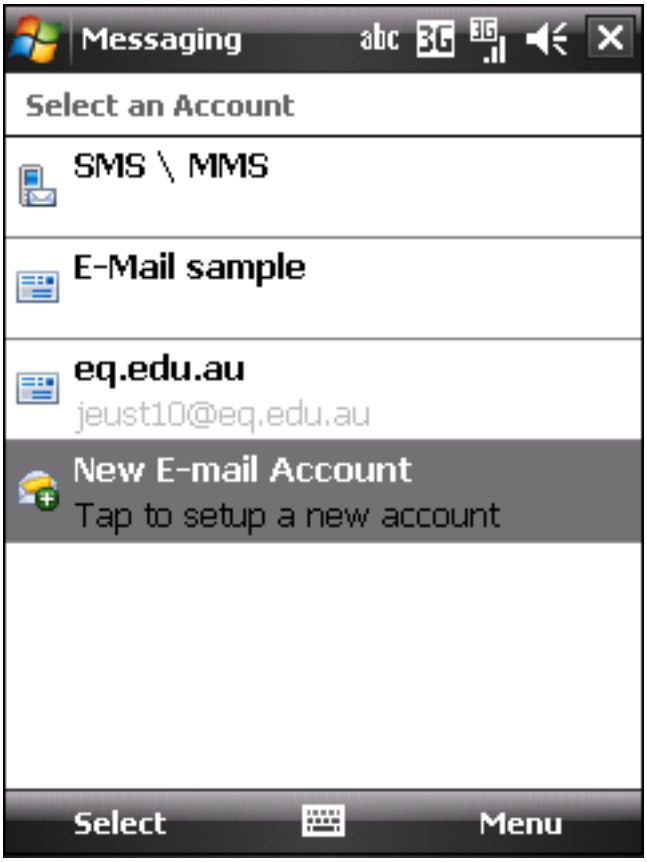
8.2. Configuring Windows Mobile 6.x

To configure Windows Mobile 6.x to send / receive MIS emails follow these steps:

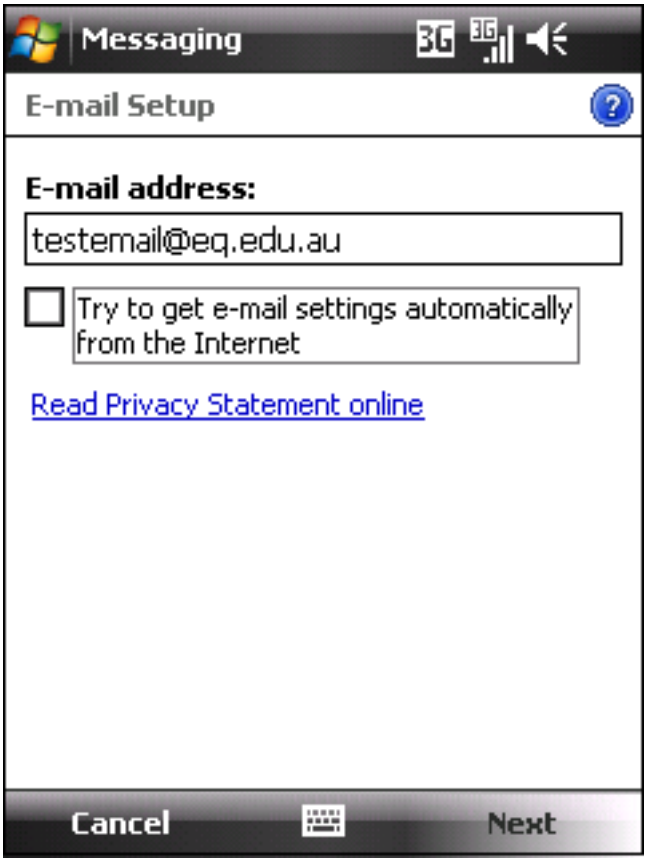
1. From the Start menu, Select **Messaging**



2. Select **New E-mail Account**



3. Enter your MIS Email Address. Uncheck *Try to get e-mail settings automatically from the Internet*

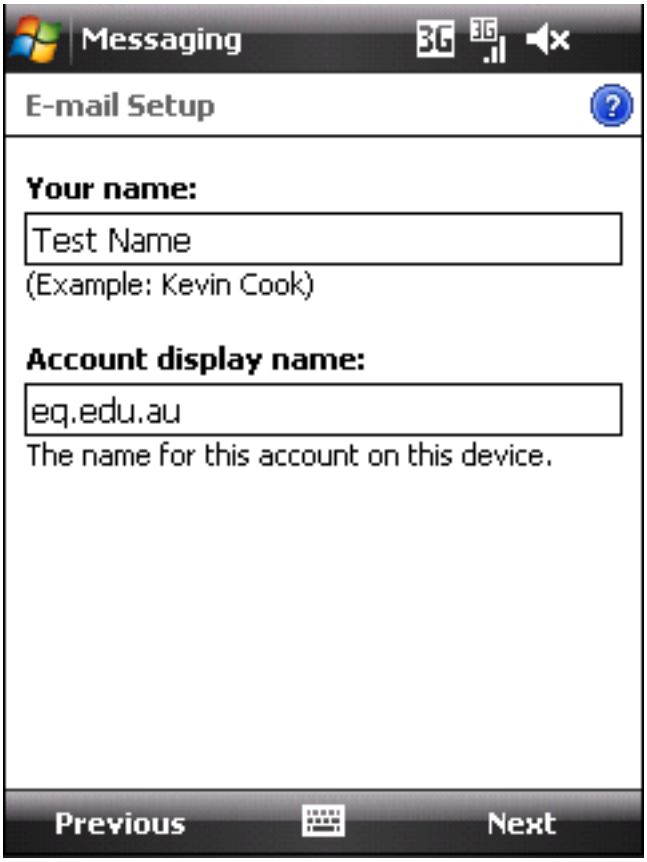


Click to continue.

4. From the Drop-down box, select **Internet e-mail**

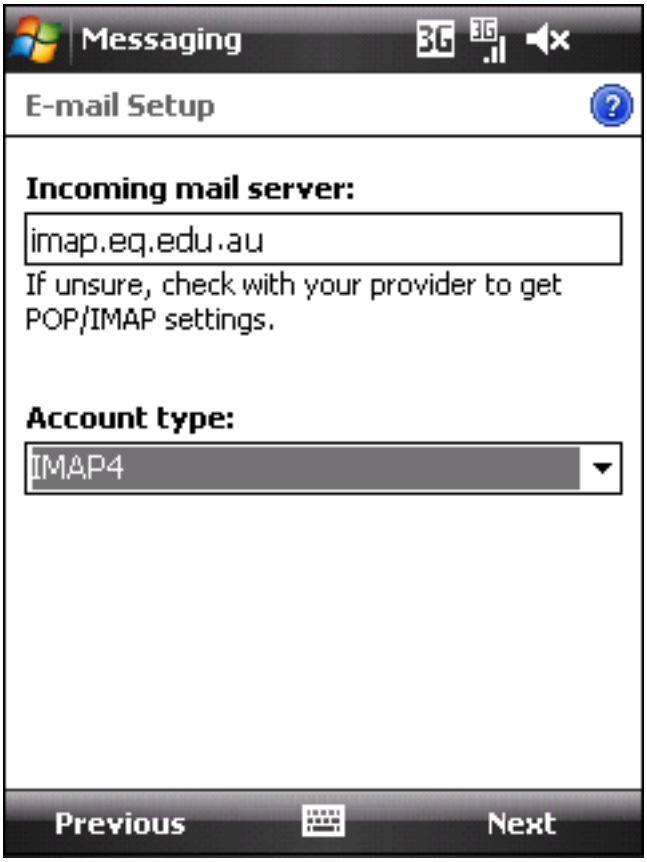
Click to continue.

5. Enter your MIS name as it appears in your MIS account. Then enter an Account display name. this is only the name that your mail account will appear as under **Messages**



Click to continue.

6. Incoming mail server is: **imap.eq.edu.au**

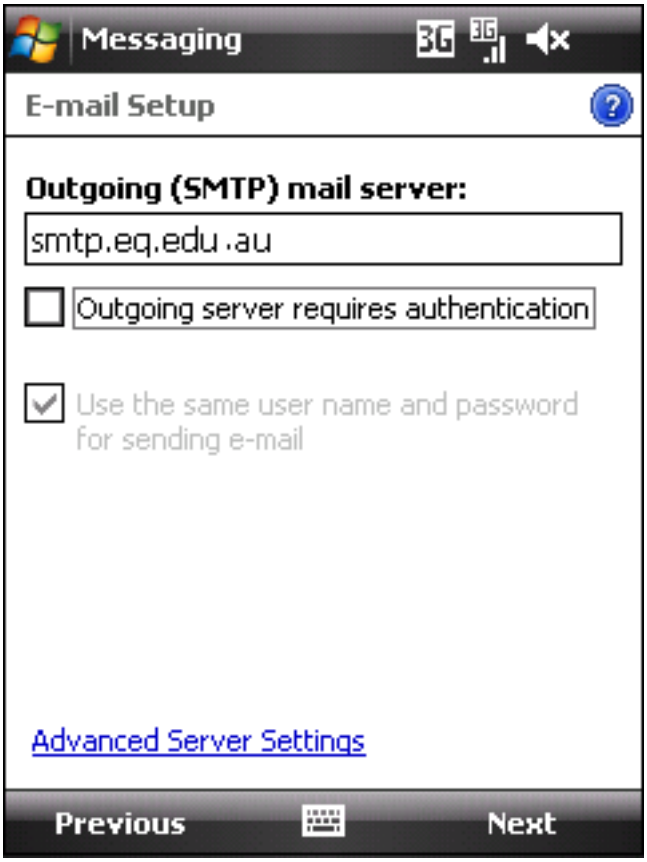


Click to continue.

7. Enter your MIS User name and MIS password

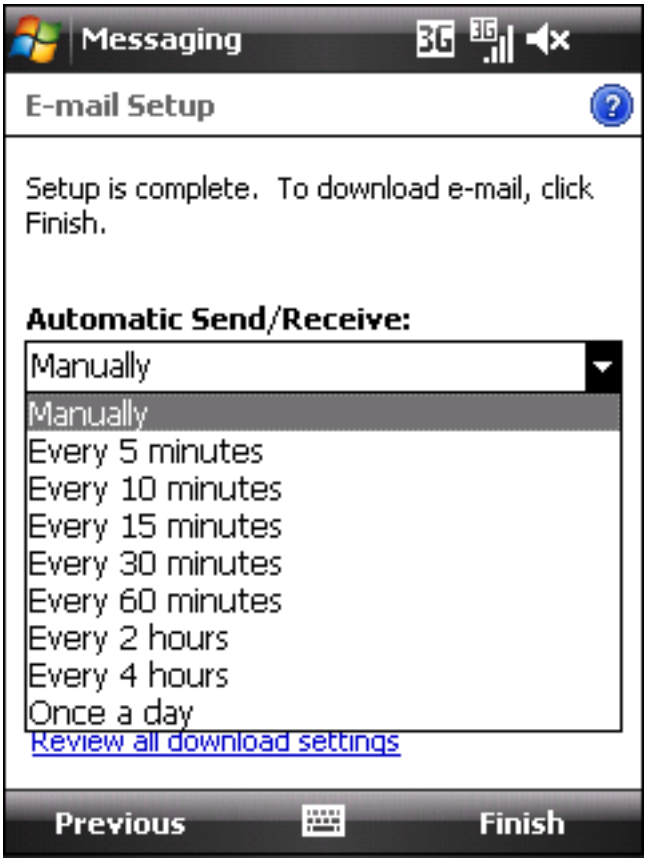
Click to continue.

8. Outgoing (SMTP) mail server is: **smtp.eq.edu.au** . Uncheck *Outgoing server requires authentication*.



Click to continue.

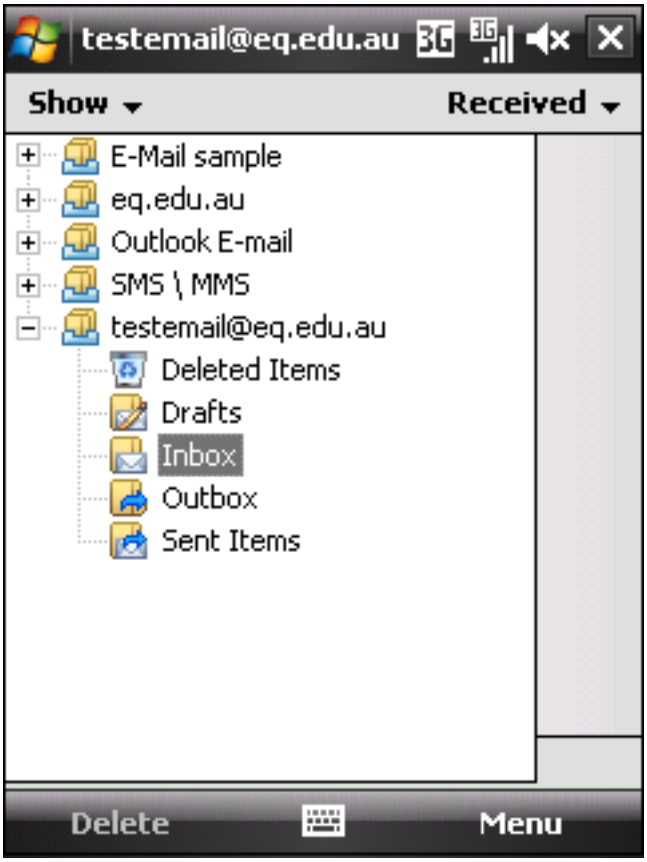
9. Select from the dropdown box the frequency you would like to automatically check for new emails.



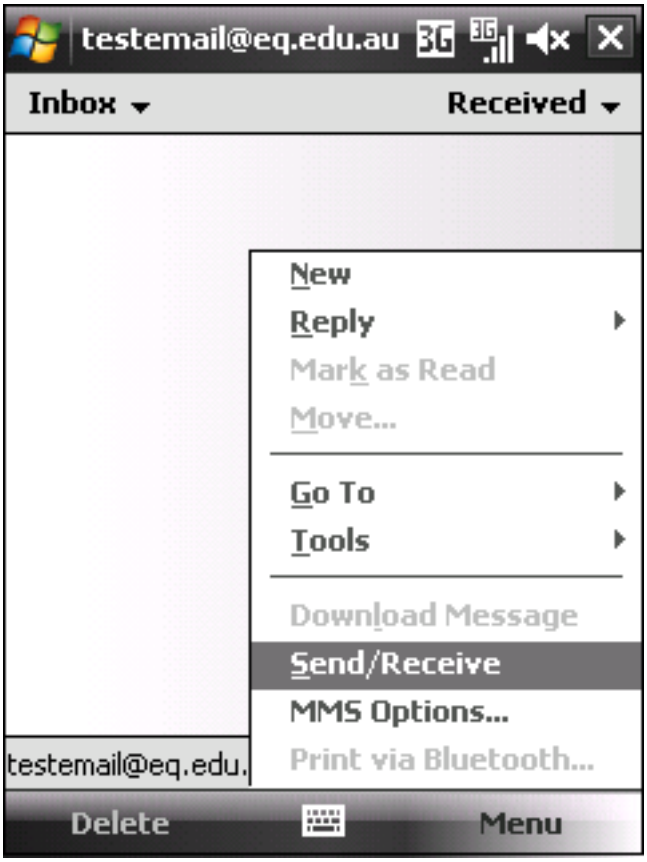
Click to finish setup.

10. Select weather you would like to download mail for your mail account now from the pop-up box.

11.Your mail account is now set up. You can access your mail from *Messaging* > *Inbox*.



12.To manually check your email from *Messaging* > *Inbox*, select *Menu* > *send/receive*.


testemail@eq.edu.au
Inbox
Received
New
Reply
Mark as Read
Move...
Go To
Tools
Download Message
Send/Receive
MMS Options...
Print via Bluetooth...
testemail@eq.edu.
Delete
Menu

Chapter 9. My Mailing Groups

9.1. The My Mailing Groups Tab

Tip

If your MIS Administrator made you responsible for a mailing group you will see a new **My Mailing Groups** tab when you access MIS.

Figure 9.1. Mailing Groups

9.2. Group Members

Using the Group Members tab you can control the contents of your Mailing Group.

To access this feature, click on the **Group Members** tab.

Figure 9.2. Group Members

9.2.1. Find Group members

Figure 9.3. Find Group Members

1. Click and select the group's school from the **School** list.

2. Click (img) and select the group from the **Group** list.

A list of existing members of the group will appear below the following heading:

Figure 9.4. Assigned Group Members

9.2.2. Add users to a Group

You can add users to the group from any school.

To do so, click and select the group's school from the **School** list.

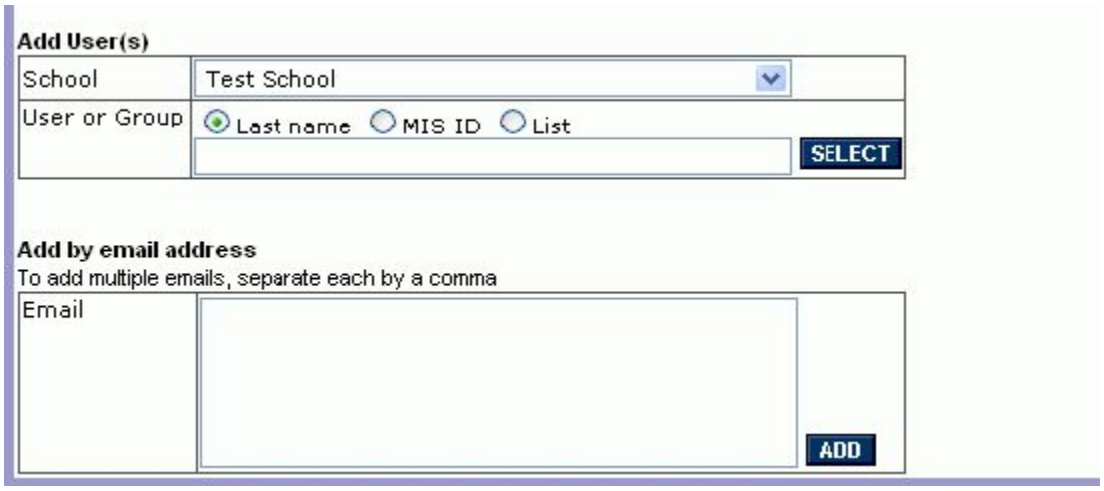


Figure 9.5. Select School Group

To search for an individual user, follow the process outlined in the section Find Group members , above.

9.2.3. Adding accounts from another group

To add accounts from another group:

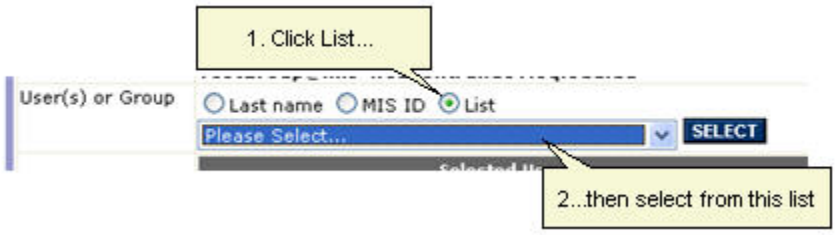


Figure 9.6. Mail Group List Select

1. Click the **List** button
2. Select the group from the drop-down list.
3. Click **Select** to display the users in the group.

Check tick box(es) to select Group members

Name	MIS ID	
Alan Abrahams	aabra1	☑
Alan Adams	aadam1	☐
Anne Adams	aadam2	☐
Glenda Adams	gadam1	☑
Jane Adams	jadam1	☐
Philip Adams	padam1	☐
Teresa Ahane-Ahane	tahan1	☑
Akua a Ahenkorah	aahen1	☐
Leo Akee	lakee1	☐

Figure 9.7. Select Group Members

4. Click **All** to include all users in the group.
5. Click **OK** to add all selected users to the group or click **Cancel** to return to the previous window without adding to the group.
6. Repeat the above steps to add other members.

> **Note**
>
> **Add** displays changes but does not save them. To save changes, click **Submit** .

User names will appear below the Assigned Group Members heading.

Assigned Group Members	Remove
Test User (tuser55)	☐
Sheryl McPherson (smcph1)	☐
Alan Abrahams (aabra1)	☐
Glenda Adams (gadam1)	☐
Teresa Ahane-Ahane (tahan1)	☐

Figure 9.8. Assigned Group Members

9.2.4. Adding external members

Add external members' email addresses by typing in one or more addresses in the **Email** field and **Add** clicking. For these members, only the email address will be displayed:

Assigned Group Members	Remove
Test User (tuser55)	☐
Sheryl McPherson (smcph1)	☐
traininguser@hotmail.com	☐
1234@hotmail.com	☐

Figure 9.9. Add External Members to Group

Note

If an email address cannot be verified, a dialog box will tell you that the entered address is not valid.

Figure 9.10. Email Address Not Valid

9.2.5. Removing users

Figure 9.11. Removing Users

To remove users from the list, click the checkbox in the **Remove** column to the right of their name.

These users will be removed when **Submit** is clicked.

9.2.6. Submitting changes

When you have finished adding and removing users, click **Submit** to confirm the changes.

If you allow the session to timeout before pressing your changes will not be saved.

9.3. Edit Mailing Groups

Tip

This feature lets mail group owners edit sending options for their group.

To access this feature, click on the **Edit Mailing Groups** tab.

Figure 9.12. Edit Mailing Groups

To edit a Group:

Figure 9.13. Edit A Group

1. Click and select the Mail Group's school from the School list. The current custom Mail Groups for that School appear in the drop-down list beneath the list of schools.

2. Click and select the desired Mail Group from the list. The page will reload to display the select Mail Group's information.

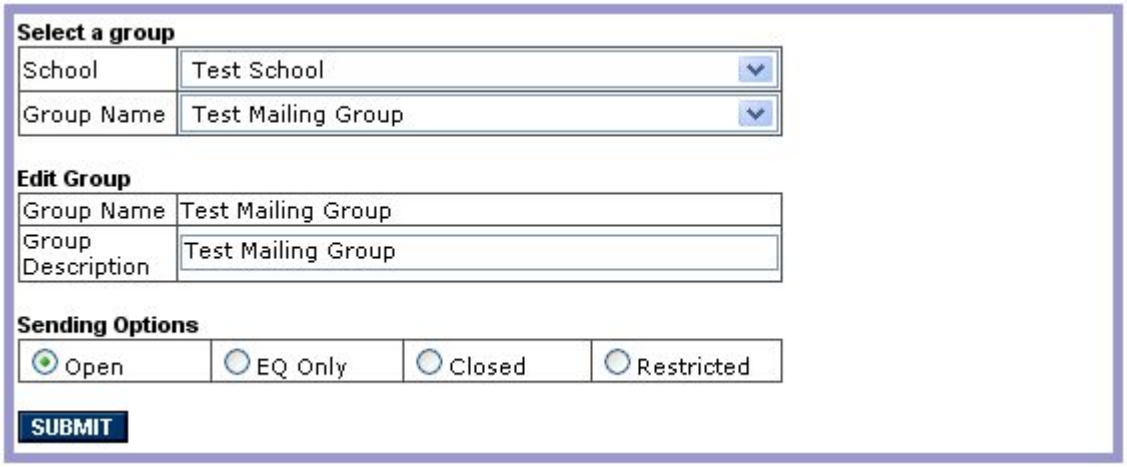


Figure 9.14. Group Sending Options

3. Select the sending options.

   - **Open**: anyone can send messages to this mailing group.

   - **EQ Only**: only messages sent within EQ will be accepted. For example, messages from test.user@eq.edu.au [mailto:test.user@eq.edu.au#], ann.example@qed.qld.gov.au [mailto:ann.example@qed.qld.gov.au#], tim.black@deta.qld.gov.au [mailto:tim.black@deta.qld.gov.au#], or alan.smith@dete.qld.gov.au [mailto:alan.smith@dete.qld.gov.au#] will be accepted, whereas messages from test_acct@hotmail.com [mailto:test_acct@hotmail.com#] will be rejected.

   - **Closed**: only members of this group may send to this list.

   - **Restricted**: only the selected members may post to this group.

4. Once you have made your changes, click **Save**.

5. The page will reload and inform you that the mailing group has been saved successfully.

Figure 9.15. Group Update Success

Chapter 10. Filtering

10.1. The Filtering Tab

Tip

All staff members will see a **Filtering** tab when accessing the MIS.

Figure 10.1. Filter Tab

10.2. Filter Check

Tip

This feature will allow staff to check if a URL is blocked by a filter for a given year level, the default school filter, the staff filter or the global filter.

To access this feature, click on the Filter Check tab.

Figure 10.2. Filter Check

1. The screen will display the available filters for the school.

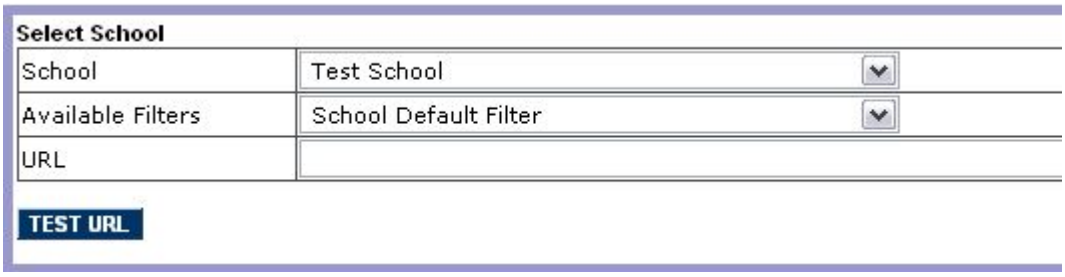


Figure 10.3. Available Filters

2. Select the filter you wish to test. This defaults to the School Default Filter, however, year levels and the staff filter are also available to test.

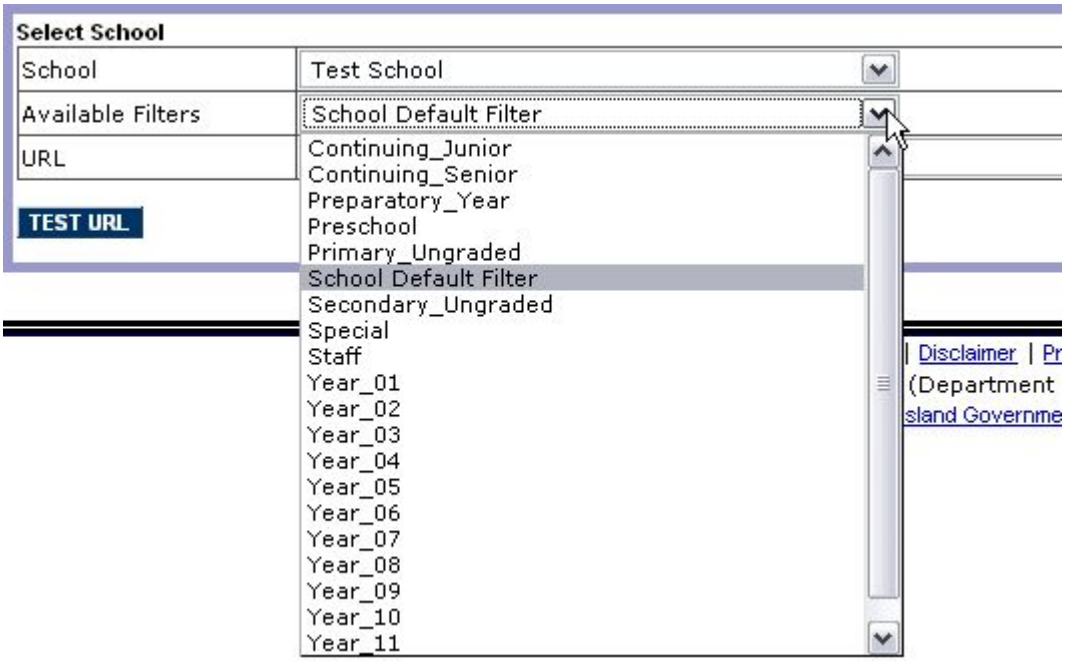


Figure 10.4. Select Filter to Test

3. Enter the URL to test and select TEST URL to test against the selected filter.

Tip

A URL that does not specify a protocol (i.e. http://) will have http:// automatically added and displayed when the result of the test returns.

Note

A URL that is not blocked will display the message *This URL is not blocked.*

Note

A URL that is blocked by a global category will display the message *This URL is blocked by the category XXXX in the Global Filter.*, where XXXX is the name of the global category blocking the URL.

Note

A URL that is blocked by the global filter list will display the message *This URL is blocked by the category Global Filter List.*

Note

A URL that is blocked by a custom category will display the message *This URL is blocked by the category XXXX.*, where XXXX is the name of the custom category containing the URL.

Note

A URL that is blocked for the staff filter will display the message *This URL is blocked by the category XXXX in the Staff Filter.*, where XXXX is the name of the global category blocking the URL.

Chapter 11. Announcements

This feature provides the ability to broadcast messages to users within the MIS Portal. Announcements are scheduled to be broadcast and will remain broadcast for a specified amount of time. Each evening a process is run which will look for any new announcements to broadcast. If any are found they will be flagged as broadcast and will be available for viewing. If it was specified that an email should be sent to users then they will be informed via email that there is an announcement for viewing. During this process any announcements which have reached their expiry date will be expired and will no longer be available for viewing.

Note

There are two types of users who deal with announcements. MIS Admin users who must acknowledge all announcements and users who have been delegated MIS Admin tasks in a school. Both of these users will be able to view announcements by using the announcement icon from the Portal Status Bar.

11.1. Viewing Broadcast Announcements

Currently broadcast Announcements are always available for viewing from the Portal Status Bar. All users with permissions to view announcements will see a speech bubble icon with a number beside it denoting how many announcements are available.

Figure 11.1. Announcements Icon

Clicking on this icon will pop up a new window displaying the announcements.

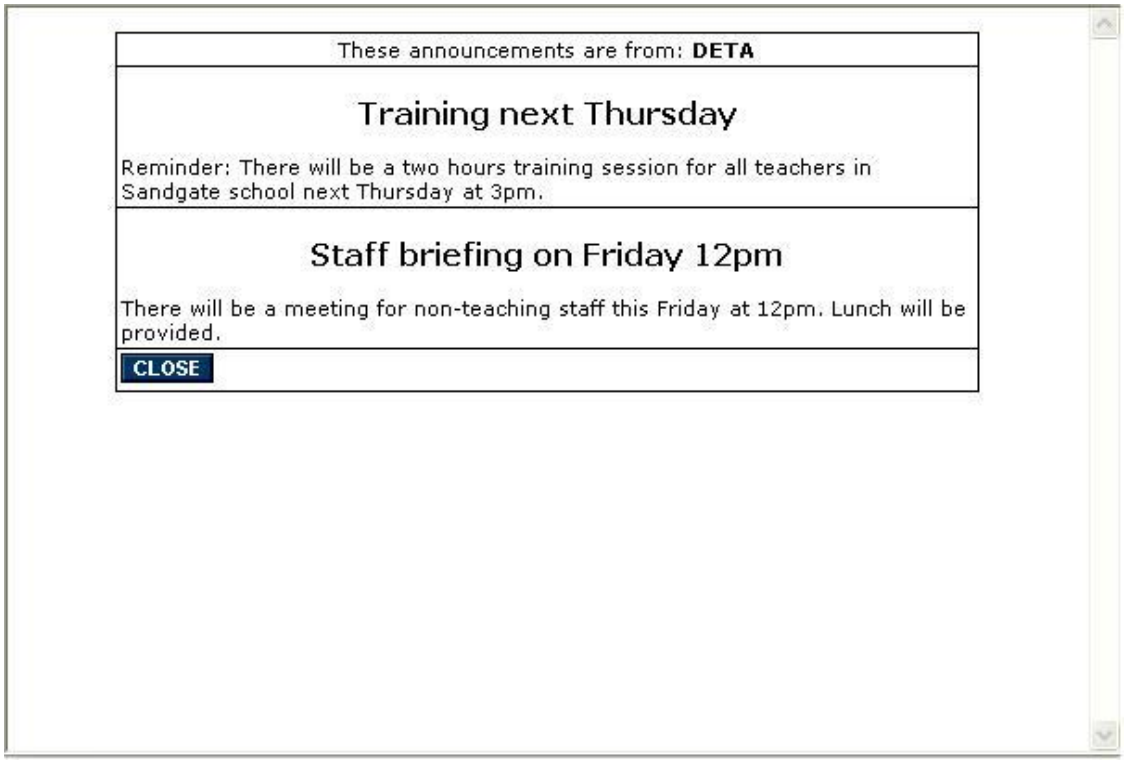

These announcements are from: DETA
Training next Thursday
Reminder: There will be a two hours training session for all teachers in Sandgate school next Thursday at 3pm.
Staff briefing on Friday 12pm
There will be a meeting for non-teaching staff this Friday at 12pm. Lunch will be provided.
CLOSE

Figure 11.2. View Announcements

Chapter 12. PDF Manuals

MIS User Manual [/manuals/pdf/mis-user-portal-manual.pdf]

WCMS Manual (Joomla 2.5) [/manuals/pdf/wcms-manual.pdf]